



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

30 Jul 2026

DIVISION MEMORANDUM

OSDS-2026-074

**ONLINE MEETING WITH FIELD BASED ADMINISTRATIVE OFFICERS II AND
ADMINISTRATIVE ASSISTANTS**

To: Administrative Officer V
Field-Based Administrative Officers II and Administrative Assistants
All Others Concerned

1. The Personnel Unit of the Administrative Services Section will conduct an online meeting with all field-based Administrative Officers II and Administrative Assistants on August 6, 2026, 9:30 a.m., via Microsoft Teams.
2. The agenda for the meeting is as follows:
 - a. Teaching Overload Pay Guidelines,
 - b. Reclassification Guidelines,
 - c. PVP Guidelines,
 - d. Other Payroll-Related Matters, and
 - e. Other Matters
3. The meeting link will be shared through their respective Group Chats. All participants are expected to be in the loop on or before 9:00 a.m.
4. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
5. For the information and guidance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

MEETINGS

Roel D. Balbareno/OSDS/MLA – online meeting with field based administrative officers ii and administrative assistants
0525/July 30, 2026

