



RELEASED
NOV. 30, 2023 10:02AM

BY: _____

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

29 Nov 2023

DIVISION MEMORANDUM

OSDS-2023-187

MEETING WITH FIELD-BASED ADMINISTRATIVE OFFICERS
AND ADMINISTRATIVE ASSISTANTS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors Concerned
Public Elementary and Secondary Schoolheads Concerned

1. The Administrative and Finance Services Sections will conduct a meeting with field-based Administrative Officers and Administrative Assistants on December 1, 2023, from 8:00 a.m. to 12:00 p.m. via Microsoft Teams: bit.ly/4thQuarterlyMeet23.
2. The activity aims to properly discuss administrative and finance processes, policies, and regulations and provide updates from Personnel, Payroll Services, Cash, Accounting, and Budget Units.
3. Participants are expected to be in the loop before the scheduled time and use a headset with a microphone throughout the meeting.
4. For inquiries, contact Rehane P. Sambuto at 09385540626.
5. For the information and guidance of all concerned.

RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: Activity Matrix
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

MEETINGS

RPS/OSDS-PU/MLA – meeting with field-based administrative officers and administrative assistants
1224/November 29, 2023

(Enclosure to DM-OSDS-2023-187)

MEETING WITH FIELD-BASED ADMINISTRATIVE OFFICERS
AND ADMINISTRATIVE ASSISTANTS

December 1, 2023

MS Teams: bit.ly/4thQuarterlyMeet23

ACTIVITY MATRIX

TIME	ACTIVITY	FACILITATOR
7:30-8:00	Registration	
8:00-8:1	Preliminaries <ul style="list-style-type: none">• National Anthem• Opening Prayer• Rehiyon Dose Hymn• Sarangani Hymn• Quality Policy Statement	AVP
8:10-8:15	Welcome Remarks	NERISSA A. ALFAFARA, CESO VI Assistant Schools Division Superintendent
8:15-8:20	Message	RUTH L. ESTACIO PhD, CESO VI Schools Division Superintendent
8:20-8:25	Welcome Remarks and Statement of Purpose	IRMA MAY G. DINASAS Administrative Officer V, Admin Services
8:25-8:55	Updates from the Personnel Unit	REHANEE P. SAMBUTO Administrative Officer IV, Personnel Unit
8:55-9:35	Updates and Concerns from the Payroll Services Unit	ANGELO G. BRAVO Administrative Officer II, Payroll Services
9:35-10:35	Updates and Concerns from the Accounting Unit	LEONARDO O. EUGENIO, CPA Accountant III, Accounting Unit
10:35-10:50	Updates and Concerns from the Cash Unit	LEONILA E. TABARANZA Administrative Officer IV, Cash Unit
10:50-11:15	Updates and Concerns from the Budget Unit	GRACE M. ALBARRACIN Administrative Officer V, Budget Unit
11:15-11:20	Closing Prayer	AVP