



2408-1643

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

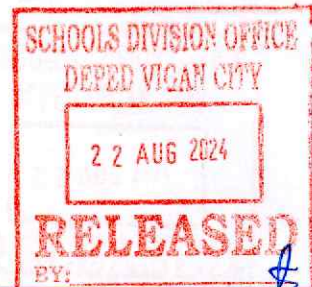
No. 271, s.2024

KUMUSTAHAN WITH FIELD PERSONNEL

To: Office of the Assistant Schools Division Superintendent
School Heads of Elementary and Secondary Schools
All Others Concerned

1. To establish sustained open communication and engagement with personnel in the field, the Schools Division of Vigan City shall conduct Kumustahan with field Personnel on August 22, 2024 at 9:00 AM at SDO Conference Hall.
2. The agenda of the Kamustuhan will be the following:
 - a. Establishment of Personnel Data Information System;
 - b. Preparation of Notice of Salary Adjustment (NOSA) for FY 2024; and
 - c. Other Updates, Issues and Concerns.
3. Participants will be the following:
 - a. Administrative Officer V;
 - b. Division Administrative Officers IV and II; and
 - c. Field Administrative Officers II, Project Development Officers I, Administrative Assistants III & II;
4. This Memorandum serves as their **Locator Slip**.
5. Widest Dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent



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