



24/12-16/6

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 448, s.2024

KUMUSTAHAN WITH ADMINISTRATIVE OFFICERS

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 the administrative staff in the field, the Schools Division of Vigan City shall conduct Kumustahan with Administrative Officers IV and II on December 20, 2024, 9:00 AM at SDO Mini Conference.
2. The Kumustahan will be an hour dialogue which will channel updates and information relevant to the following:
 - a. Profiling of Personnel in connection with the upcoming implementation of Expanded Career Progression for Teachers and School Heads;
 - b. Updating of Leave Cards;
 - c. Process Flow on the Cancellation/Rescheduling/Disapproval of Leaves; and
 - d. Other Matters (monetization, make-up class etc.)
3. This Memorandum serves as their **Locator Slip**.
4. Widest Dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent



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