



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

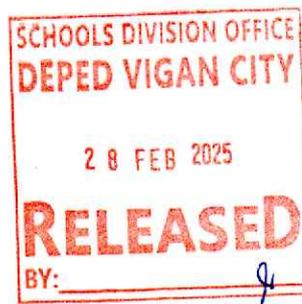
No. 93, s. 2025

**KAMUSTAHAN WITH ADMINISTRATIVE OFFICER II PERSONNEL**

TO: Public School Heads  
 Administrative Officer IV – ISNHS  
 Administrative Officers IV, in the SDO  
 Administrative Officers in the Schools

1. To establish sustained open communication and engagement with personnel in the field, the Schools Division of Vigan City shall conduct Kamustahan with Administrative Officer II Personnel on March 03, 2025 at 3:00 P.M. at the SDO Mini Conference Hall.
2. The agenda of the meeting will be the following:
  - a) Leave Cards Updating
  - b) Other matters
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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