



206-1294

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 366, s.2025

KUMUSTAHAN WITH ADMINISTRATIVE OFFICERS

To: Office of the Assistant Schools Division Superintendent
School Heads of Elementary and Secondary Schools
Division Information Officer III
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, II and Administrative Officer I (Supply) on June 20, 2025, at 10:30 AM at SDO Mini Conference.
2. The Kumustahan will be an hour dialogue which will channel updates and information relevant to the following:
 - a. KRA Review of Administrative Officer II by Mr. Alexander Pajo, Administrative Officer II;
 - b. Profiling of Personnel in connection with the upcoming implementation of Expanded Career Progression for Teachers and School Heads and Personnel Audit;
 - c. Updating of 201 Files and Leave Cards;
 - d. Training Needs of Administrative Officer II
 - e. Inventory and Disposal;
 - f. Other Matters
3. This Memorandum serves as their **Locator Slip**.
4. Widest Dissemination of this memorandum is desired.



[Signature]
VILMA D. EDA, CESO V,
Schools Division Superintendent



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