

2511-1329



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 886 s, 2025

KAMUSTAHAN WITH ADMINISTRATIVE PERSONNEL IN THE FIELD

To: AO IVs in SDO
ALL AO IIs in the Field

1. This Memorandum is issued to announce the convening of a consultative and motivational **"Kamustahan" Session** with all Administrative Officers in this Division on November 17, 2025 at 2:00 PM, SDO Conference Hall.
2. The following will be the agenda of the meeting:
 - i. Monetization of Leave Credits
 - ii. Management of Leaves During the Year-End
 - iii. Division Sports Fest
 - iv. Open Forum
3. All administrative officers are directed to attend this mandatory session. This memorandum shall serve as their locator slip.
4. Immediate dissemination and compliance are strictly enjoined.

VILMA D. EDA, CESO V
Schools Division Superintendent



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