



2691-1084

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 40, s. 2026

KAMUSTAHAN WITH ADMINISTRATIVE ASSISTANT II & III IN THE FIELD

TO: School Heads of Elementary Schools
Administrative Assistant II & III of all Elementary 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 Assistant Personnel on January 16, 2026, 10:00 A.M. at the SDO Mini Conference Hall.
2. The agenda of the meeting will be the following:
 - a) Schedule of ADAS II and ADAS III
 - b) Process Flow
 - c) 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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