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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 308, s. 2026

KAMUSTAHAN WITH NON-TEACHING PERSONNEL IN THE FIELD

TO: Public Elementary & Secondary School Heads
Administrative Officer IV – ISNHS and SDO
Administrative Officers in the Schools
Administrative Assistant II and III
Project Development Officer

1. To establish sustained open communication and engagement with personnel in the field, the Schools Division of Vigan City shall conduct Kamustahan with Non-Teaching Personnel in the Field on April 28, 2026 at 10:30 A.M. at the SDO Mini Conference Hall.
2. Participants of the said activity will be the following:
 - a. Administrative Officers IV in SDO and ISNHS
 - b. Administrative Officers II
 - c. Administrative Officers I
 - d. Project Development Officers I in the field
 - e. Administrative Assistant II and III in the elementary
3. The agenda of the meeting will be the following:
 - a) Submission of 1st Quarter Accomplishment Report
 - b) Submission of Financial Reports
 - c) Submission of Property and Supply Reports
 - d) Other matters
4. This Memorandum serves as their **Locator Slip**.
5. Widest dissemination of this memorandum is desired.



Vilma D. Eda
VILMA D. EDA, CESO V.
Schools Division Superintendent

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