



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

Office of the Schools Division Superintendent

12 OCT 2026

DIVISION MEMORANDUM

No. 871, s.2026

KAMUSTAHAN WITH ADMINSTRATIVE OFFICERS IV AND II IN THE FIELD

TO: School Heads of Elementary Schools

All Administrative Officers IV (SDO and Field)

All Administrative Officers II (SDO and Field)

1. To establish sustained open communication and engagement with personnel in the field, the Schools Division of Vigan City shall conduct Kamustahan with Administrative Officers IV and II on October 13, 2026, 2:00 P.M. at the SDO Conference Hall.
2. The agenda of the meeting will be the following:
 - a) Orientation and Updates on PBB 2024
 - b) Preparation and Submission of Form 1.0
 - c) Submission of Teaching Overload for 3rd Quarter
 - d) Other matters
3. Identified participants are requested to bring their laptops, a copy of the Plantilla of Personnel (PSIPOP) as of December 31, 2024, and the List of Employees per School as of June 30, 2025.
4. The duly accomplished Form 1.0 signed by school head, shall be submitted on or before October 15, 2026.
5. This Memorandum serves as their **Locator Slip**.
6. Widest dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
 Schools Division Superintendent