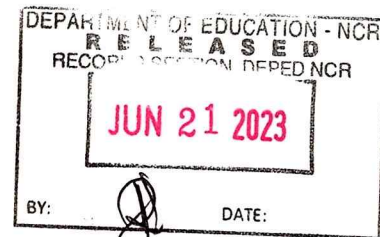




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



MEMORANDUM

No. NCR 536 s. 2023

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **WILFREDO E. CABRAL, CESO III**
Regional Director

SUBJECT : **Coordination Meeting**

DATE : June 19, 2023

1. Please be informed that the 2nd Coordination Meeting with AO IV (HRMOs) will be on June 23, 2023, 8:30 a.m. onwards at the DepEd-NCR Conference Room.
2. Agenda are the following:
 - a. Monthly reporting of filling up of vacancies/updating of PMIS (Plantilla of Newly Created Positions)
 - b. Each SDO should present status of the following:
 - Updates on the Recall Order of created ADAS II and III and Administrative Officer II positions
 - Status of filling up created position from SY 2016 to 2022
 - c. Discuss the following:
 - Preparation of Recruitment Plan on the filling up of newly created positions, SY 2023-2024
 - Common problem in the submission and processing of Terminal Leave Benefits, Travel Abroad and Reclassification of Positions
3. In this connection, each SDO is requested to send maximum of two (2) participants : AO IV (HRMO) and 1 personnel in-charge per above topic. For confirmation of attendance, please accomplish the online form through this link <https://bit.ly/2ndQCMRegistration> on or before June 22, 2023 .

