



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



MEMORANDUM

ORD No. 2023 922

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

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

SUBJECT : **Coordination Meeting**

DATE : September 18 2023

1. Please be informed that the 3rd Coordination Meeting with AO IV (HRMOs) will be on September 22 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. Issues pertaining to personnel actions, particularly on:
 - Travel Authority
 - Signing Authority (DO 1, s. 2023)
 - Terminal Leave benefits
 - FY 2022 PBB Reports-post evaluation
 - Other Matters

3. In this connection, each SDO is requested to send their respective AO IV (HRMOs) and 1 personnel in-charge per above topic. Confirmation of attendance should be done at least a day before the activity through this link: <https://tinyurl.com/3rdQuarterCoorMeeting>.

4. Meals of the participants shall be charged against MOOE funds (RO), while travel expenses of SDO participants shall be charge against local funds, both subject to existing budgeting, accounting, and auditing rules and regulations.

