



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**MEMORANDUM**

NCR No. 224 s. 2024

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :**   
**JOCELYN DR. ANDAYA**  
Director IV

**SUBJECT :** **Coordination Meeting**

**DATE :** March 13, 2024

1. Please be informed that the 1st Coordination Meeting with AO IV (HRMOs) will be on March 22, 2024, 9:00 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. Status of Implementation of Deployment ADAS, AO II and PDO I to schools
  - c. Orientation on the preparation of Quality Control Plan (QCP) for Personnel Unit
  - d. 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.