



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



MEMORANDUM

ORD No. 2024 965

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

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

SUBJECT : **Coordination Meeting**

DATE : September 23, 2024

1. Please be informed that the 3rd Coordination Meeting with AO IV (HRMOs) will be on September 27, 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 -with emphasis on new teaching and non-teaching positions/updating of PMIS/GMIS PSIPOP
- b. Issues pertaining to personnel actions, particularly on:
 - Staffing Modification System
 - Salient features of DO 13, s. 2024 (Revised Guidelines on the Grant of Vacation Service Credits to Teachers)
 - Other Matters

3. In this connection, each SDO is requested to send their respective AO IV (HRMOs) and 1 staff in the Personnel Unit (2 per SDO). 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.



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