



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2024 - 020



TO : Administrative Officers II - Elementary
Administrative Assistants III - Elementary
Administrative Assistants II - Elementary
Project Development Officers I - Elementary

SUBJECT: **MEETING OF ADA_s AND ORIENTATION OF NEWLY APPOINTED
AO II AND PDO I**

FROM : Office of the Schools Division Superintendent

DATE : January 16, 2024

1. All concerned are advised to attend a meeting on January 17, 2024, 2:00 PM at the Division Library Hub.
2. The agenda are as follows:
 1. Orientation of the newly appointed Administrative Officer II and Project Development Officer I.
 2. Work Assignment of AO II and PDO I
 3. Other matters.
3. For information, guidance, wide dissemination, and compliance.

VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
*Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent*

With hundred reasons to serve!



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