DIVISION MEMORANDUM  
No. 599, s. 2018

DIVISION MANAGEMENT TEAM MEETING

July 20, 2018

To: BEVERLY S. DAUGDAUG, EdD  
CID Chief

SOLLIE B. OLIVER  
SGOD Chief

FRANCIS JUDE D. ALCOMENDRAS  
Administrative Officer V

NEPTUNE L. TAMBILAWAN  
Administrative Officer V – Budget

NORELIZA A. MISAL  
Accountant II

1. You are hereby informed of the Division Management Team Meeting on July 31, 2018,  
3:00 P.M., at the Office of the Schools Division Superintendent.

2. The following are the agenda for the said meeting:
   a. Citizen’s Charter
   b. Obligation and Disbursement
   c. Update on School Establishment
      c.1 Aplaya, Soong, Ilgip, Balabag
      c.2 Maguisi and Pangagoran
   d. Update on Filling-up of Items
      d.1 New Item
      d.2 Natural Vacancy
   e. Other Matters
      e.1 HRTD Funds
      e.2 Division Calendar of Activities

3. All are expected to come on time, and to carry with them the needed documents for the  
items to discuss in the meeting.

4. For information and compliance.

WINNIE E. BATOON, EdD  
Officer in Charge
Office of the Schools Division Superintendent

Encls: None
References: None
To be indicated in the Perpetual Index under the following subjects:
SUBJECT OPERATIONS MEETING

BSD: Division Management Team Meeting  
July 20, 2018