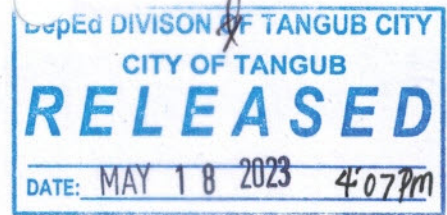




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



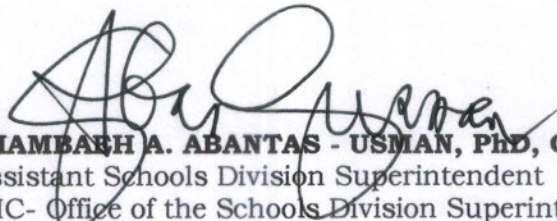
**MEMORANDUM TO:**

Administrative Officer II(HRMO-I)  
Administrative Assistant III (Senior Bookkeeper)  
Administrative Assistant II (Disbursing Officer II)  
Administrative Assistant I  
Administrative Aide VI (Clerk III)  
All Others Concerned  
This Division

**SUBJECT: SPECIAL CONFERENCE OF ALL THE ADMINISTRATIVE OFFICERS  
ADMINISTRATIVE ASSISTANTS, AND ADMINISTRATIVE AIDE**

**DATE: May 18, 2023**

1. This Office will conduct a special conference of all the Administrative Officer, Administrative Assistant I, II, III and Administrative Aide VI on May 19, 2023, at 1:30 PM at Division Conference Hall to discuss matters relative to your duties and functions.
2. Immediate dissemination to all concerned is enjoined.

  
**SHAMBAH A. ABANTAS - USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent



**Address:** Anecito Siete St. Mantic, Tangub City  
**Telephone:** (088) 530 - 5988