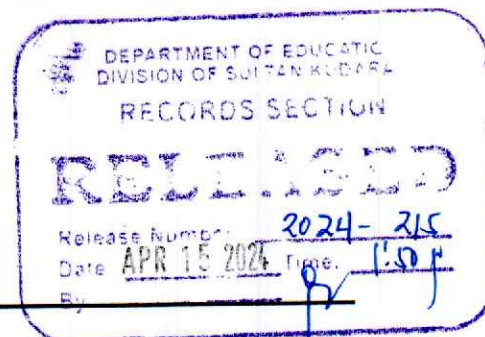




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



April 12, 2024

OFFICE MEMORANDUM

OSDS- AO No. **31** s. 2024

SCHEDULE AND SECTION IN-CHARGE OF MONDAY CONVOCATION

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Administrative Officer V / Section & Unit Heads
Public Schools District Supervisors
All others concerned
This Division

1. Please be guided of the following Schedule and Section In-Charge of Monday Convocation:

Date	Office In-Charge
April 15, 2024	Accounting Section (AS)
April 22, 2024	Budget Section (BS)
April 29, 2024	Cash Section (CS)
May 6, 2024	Personnel Section (PS)
May 13, 2024	Property & Supply Section (PSS)
May 20, 2024	Payroll Services Unit (PSU)
May 27, 2024	Records Section (RS)
June 3, 2024	Administrative Services Unit (ASU)
June 10, 2024	ICT Unit (IU)
June 17, 2024	Legal Section (LS)
June 24, 2024	ASDS Office
July 1, 2024	SDS Office
July 8, 2024	Human Resource & Development Section (HRDS)
July 15, 2024	School Management & Monitoring Section (SMMES)
July 22, 2024	School Health Section (SHS)
July 29, 2024	Social Mobilization & Networking Section (SMNS)
August 5, 2024	Planning & Research Section (PRS)
August 12, 2024	Education Facilities Section (EFS)
August 19, 2024	Youth Formation & Development (YFD)
August 26, 2024	CID- Instructional Management Section (IMS)
September 2, 2024	CID- District Instructional Supervision (DIS)
September 9, 2024	Learning Resource Management Section (LRMS)
September 16, 2024	Alternative Learning System (ALS)
September 23, 2024	Accounting Section (AS)
September 30, 2024	Budget Section (BS)
October 7, 2024	Cash Section (CS)
October 14, 2024	Personnel Section (PS)
October 21, 2024	Property & Supply Section (PSS)
October 28, 2024	Payroll Services Unit (PSU)
November 4, 2024	Records Section (RS)
November 11, 2024	Administrative Services Unit (ASU)



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November 18, 2024	ICT Unit (IU)
November 25, 2024	Legal Section (LS)
December 2, 2024	ASDS Office
December 9, 2024	SDS Office
December 16, 2024	Human Resource & Development Section (HRDS)
December 23, 2024	School Management & Monitoring Section (SMMES)
December 30, 2024	School Health Section (SHS)

2. The Section In-charge shall be responsible for the:
 - a. Preparation of venue, equipment and other resources needed;
 - b. Checking of Attendance; and
 - c. Preparation of the Minutes of the Meeting.
3. The duly accomplished Attendance Sheet and Minutes of the Meeting shall be submitted to the Office of the Administrative Officer V for consolidation and shall form part of the presentation of reports to the Top Management.
4. Widest dissemination of and compliance with this memorandum are directed.

CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent

Encl/s.: N/A

References: N/A

To be indicated in the Perpetual Index under the following subjects:

BIDS

CONDUCT

OPENING



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