

January 2, 2025

Nº . OFFICE MEMORANDUM  
OSDS No. 01 s. 2025

**CONDUCT OF TOP MANAGEMENT MEETING**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Administrative Officer V (Administrative Services)  
This Division

1. Please be informed that will be having a meeting on January 2, 2024 @ exactly 2:00pm in the office of the Schools Division Superintendent.
2. The meeting will focus on the following agenda:
  - QMS matters
  - Updating of Planning data
  - Conduct of team supervision by municipality
  - IS/ TA Plan submission
  - Flag raising ceremony in-charge
  - Client Satisfaction Measurement (CSM)
  - DTR/ Pass Slip/ Locator Slip
  - Office Uniform/ Dress Code Policy
  - Job Order and Casual Employees' contract
  - Other matters
3. The participants for the meeting are the Assistant Schools Division Superintendent, SGOD and CID Chiefs and the Administrative Officer V (Admin Services).
4. Widest dissemination of this memorandum is 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:

**MEETING**

**TOP MANAGEMENT**

MPF/OSDS/OM-Conduct of Top Management Meeting/January 2, 2025



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