



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



February 5, 2024

DIVISION MEMORANDUM

No. 068, s. 2024

MEETING ON THE CLUSTERING OF SCHOOL ASSIGNMENTS OF NON-TEACHING FIELD PERSONNEL

To: **Administrative Officer II**

1. Regarding Memorandum DM-OUHROD-2024-0123, you are hereby advised to attend the meeting regarding the implementation strategy in the immediate removal of administrative tasks of public school teachers at DepED – Division Office Function Hall, Pigcarangan, Tubod, Lanao del Norte on **February 13-15, 2024**, following the attached schedule.
2. The Administrative Officer V is instructed to facilitate the meetings and come up with a Non-Teaching Personnel Cluster Report using the prescribed template.
3. Travelling and other expenses shall be charged against school funds subject to the usual accounting and auditing rules and regulations.
4. This Office directs the immediate and wide dissemination of this Memorandum.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Ecnl.: None

Reference: As stated

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

CLUSTERING SCHOOL CLUSTERING ASSIGNMENTS NON-TEACHING FIELD PERSONNEL

DTT/DM – Meeting on the Clustering of School Assignments of Non-teaching Field Personnel



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SCHEDULE OF MEETING WITH ADMINISTRATIVE OFFICER V

Day	Time	Administrative Officer II of following Municipality
February 13	8:00am	Pantao-Ragat
	9:00am	Pantar
	10:00am	Tagoloan
	11:00am	Balo-I
	1:00pm	Linamon
	2:00pm	Kauswagan
	3:00pm	Bacolod
	4:00pm	Maigo
February 14	8:00am	Poonapiagapo
	9:00am	Munai
	10:00am	Matungao
	11:00am	Tangcal
	1:00pm	Magsaysay District
	2:00pm	Kolambugan District
	3:00pm	Baroy District
	4:00pm	Tubod District
February 15	8:00am	SND District
	9:00am	Nunungan District
	10:00am	Sapad District
	11:00am	Salvador District
	1:00pm	Lala District
	2:00pm	Kapatagan District