
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. <u>518</u>, S. 2018		Name of Office: OSDS

TO : Public Schools District Supervisors
 Elementary School Heads/OICs/TICs
 Elementary Administrative Assistants II and III

FROM : The Office of the Schools Division Superintendent

SUBJECT: **EMERGENCY MEETING OF ELEMENTARY ADASs II and III ON LOYALTY CLAIMS OF ELEMENTARY SCHOOLS**

DATE : October 24, 2018

1. Relative to the preparation of required documents for the loyalty claims of the Teaching and Non-Teaching Personnel under the Elementary Level, this Office announces that there will be an **Emergency Meeting on Loyalty Claims** which will be held on October 26, 2018 (Friday), 8:00 a.m.- onwards, at TTC, this Division.

2. Attendees will be the Administrative Assistants II and III of elementary schools. Bring a laptop and soft copies of service records of school personnel.

3. Agenda will be as follows:

- a. Preparation of service records of loyalty awardees
- b. Checking of service cards/leave cards of school personnel
- c. Other matters

4. 100% attendance is enjoined.

5. Immediate dissemination of this Memorandum is enjoined.


LEONARDO D. ZAPANTA, Ed.D, CESO VI
 Schools Division Superintendent


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