



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

TO: OIC-Assistant Schools Division Superintendent
OSDS Unit Heads
All Others Concerned

FROM: MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: VALIDATION AND FINALIZATION OF QUARTER IV ACCOMPLISHMENT REPORT

Date: 8 January 2024

1. In addition to the activity stipulated in Division Memorandum No. 438, s. 2023, the Office of the Schools Division Superintendent shall conduct validation and finalization of QIV PMIS (OSDS) accomplishment report on January 9, 2024 from 9:30 a.m. to 12:00 noon at the New SDO Conference Hall.
2. Participants shall bring their PMIS WFP and QIV accomplishment report (PMIS).
3. Attached are the list of participants and program flow.
4. Immediate dissemination of and compliance with this advisory are desired.



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List of Participants

Name	Sex	Designation
1. Arnold S. Magdaet	M	AO V – Admin.
2. Dino Alexandrino Xenos Lopez	M	AO IV
3. Chris Erabon	M	AO IV
4. Janelyn Toresis	F	AO II
5. Jonalyn A. De La Cerna	F	SEPS - SMME
6. Aldrin T. Ballentos	M	EPS II – SMME
7. Anjie Aliling	F	ADAS II

Program Flow

Time	Activity	Person/s Involved
9:30 a.m. to 9:45 a.m.	Opening Program	OSDS
9:45 a.m. to 10:15 a.m.	I. Finalization of QIV PMIS Accomplishment	Arnold S. Magdaet
10:15 a.m. to 11:45 a.m.	II. Validation of QIV Accomplishment	
	A. Administrative Management	
	1) Human Resource	Chris G. Erabon, AO IV
	2) Cash	Janelyn C. Toresis, AO II
	3) Records	Dax M. Lopez, AO IV
11:45 a.m. to 12:00 nn	Closing Program	SGOD-SMME Unit

Handwritten signature or mark.