



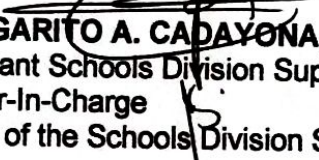
Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 746 s. 2025

TO: Administrative Officer V (Admin. Services)
Administrative Unit Heads (AO4)
Administrative Staff/Personnel
Others Concerned

FROM:  **MARGARITO A. CADAYONA, JR. PhD CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DATE: August 6, 2025

SUBJECT: **REVIEW AND PRESENTATION OF ADMINISTRATIVE SERVICES
HANDBOOK OF DEFINED PROCESSES**



1. A special meeting is hereby scheduled on Wednesday, August 13, 2025 to start at 8:00 in the morning at the SDO Conference Hall, this Division.
2. The agenda of the said meeting are the following:
 - a. Presentation of the Administrative Processes Handbook per Unit
 - b. Review and Proof-reading
 - c. Feedback and Discussion
 - d. Finalization of the Administrative Services Handbook of Defined Processes
 - e. Presentation of Tele-ad of the SDO Calbayog Personnel Welfare, Privileges, Benefits & Programs
3. The participants shall be the Administrative Unit Heads and Personnel.
4. Your participation is crucial to ensure that our processes are efficient, effective, and aligned with our organizational goals.
5. Punctuality is highly desired.