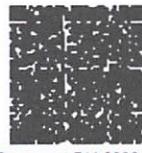




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



08 January 2026

Regional Memorandum
No. 12, s. 2026

**COORDINATION MEETING WITH THE DIVISION
ADMINISTRATIVE OFFICERS IV (HRMOs II)**

To **Schools Division Superintendents**
Division Administrative Officers IV (HRMOs II)

1. Please be informed that a coordination meeting with the Administrative Services Division-Personnel Section and Division Administrative Officers IV (HRMOs II) only, together with DBM official/s will be conducted on January 12, 2026, 8:30 AM onwards, at Summit Ridge, Tagaytay City.
2. Expenses for food and venue shall be charged against Regional Funds, while travel and other incidental expenses shall be charged against respective local funds, subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of and compliance with this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARATE, CESO II
Regional Director

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