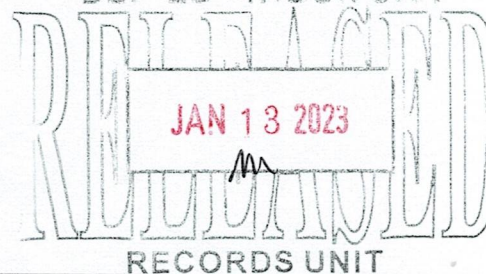




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

DEP-ED - TABUK CITY



January 13, 2023

**DIVISION MEMORANDUM**

No. 10 s. 2023

**TO : NEWLY HIRED AND PROMOTED ADMINISTRATIVE OFFICER II  
ALL OTHER CONCERNED**

**SUBJECT : EMERGENCY MEETING WITH THE NEWLY HIRED AND PROMOTED  
ADMINISTRATIVE OFFICE II**

1. This is to inform all newly hired and promoted Administrative Officer II that there will be an emergency meeting on January 16, 2023 at 1:30 PM at the Conference Hall, SDO Tabuk City Division.
2. The agenda will be the following:
  - a. Preparation of Notice of Salary Adjustment(NOSA), Notice of Step Increment(NOSI) and GSIS ARA Form F;
  - b. Preparation of Service Record;
  - c. Proper filing of Form 6 and computation of Service Credits;
  - d. Proper filing of Form 7 and Daily Time Record(DTR); and
  - e. Consolidation of SALN.
3. For information and widest dissemination.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent

