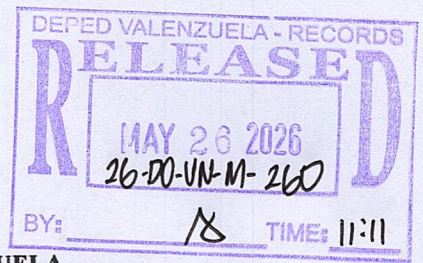




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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



NOTICE OF MEETING
 May 21, 2026

TO : PROPERTY CUSTODIANS
 ADMINISTRATIVE OFFICERS II
 ADMINISTRATIVE ASSISTANTS
 FINANCE OFFICERS

ATTENTION : SCHOOL HEADS

SUBJECT: **2ND QUARTER COORDINATION MEETING OF AO II, ADAS,
 AND PROPERTY CUSTODIANS**

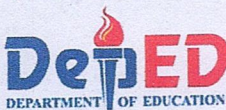
- AGENDA :**
1. Semi-Annual School Inventory of C.Y. 2026
 2. Updates on Delivery of ARAL Materials
 3. Updates on Hauling of Waste Materials
 4. Status of Desks, Armchairs, Electric Fans, and Computers
 5. Preparation for Upcoming Brigada Eskwela
 6. Introduction to LRMIS & Other LR Matters
 7. Discussion on AOM 2025
 8. Reiteration on Salaries and Benefits
 9. Clarification on Medical Allowance
 10. Other Matters

DATE/TIME : May 28, 2026 (Thursday)
 08:00 A.M. - 05:00 P.M.

VENUE : to be announced

The attendance of the abovementioned attendees is enjoined

NOEL D. BACANO
 Schools Division Superintendent



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PROGRAM MATRIX

2nd Quarter Coordination Meeting of AO II, ADAS, and Property Custodians

May 28, 2026		
TIME	ACTIVITY	IN-CHARGE
8AM - 9AM	Registration	Property Unit
9AM - 9:30AM	Preliminaries	AVP
9:30AM - 10:30AM	Reiteration on Salaries and Benefits	MAYBELLE S. FAUSTINO
10:30AM - 12NN	Clarification on Medical Allowance	ATTY. MARK ANGELO S. ENRIQUEZ
12NN - 1PM	LUNCH	-----
1PM - 3PM	Discussion on AOM 2025	MICHELLE M. FRANCISCO / LANI D. AGMATA / ELENITA C. CRUZ
3PM - 4PM	Introduction to LRMIS & Other LR Matters	MYRON WILLIE III B. ROQUE
4PM - 5PM	<ul style="list-style-type: none"> • Semi-Annual School Inventory of C.Y. 2026 • Updates on Delivery of ARAL Materials • Updates on Hauling of Waste Materials • Status of Desks, Armchairs, Electric Fans, and Computers • Preparation for Upcoming Brigada Eskwela 	RODEL U. ANTONIO
MASTER OF CEREMONY	NIKKI DIANNE R. LUZON	



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