

DepEd ICT Unit

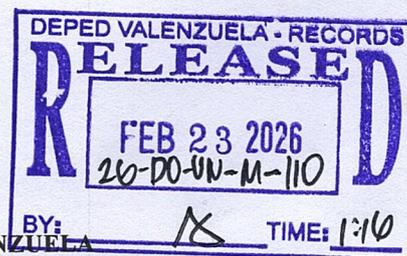
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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



NOTICE OF MEETING

February 20, 2026

TO : PROPERTY CUSTODIANS
ADMINISTRATIVE OFFICERS II
ADMINISTRATIVE ASSISTANTS
FINANCE OFFICERS

ATTENTION : SCHOOL HEADS

SUBJECT: **1ST QUARTERLY COORDINATION MEETING OF AO II,
ADAS, AND PROPERTY CUSTODIANS**

AGENDA :

1. Updates on End of S.Y. 2025-2026 and Summer/Mid-Year Inventory
2. Submission and Updates on Request for Refill/New Fire Extinguisher
3. Updates on Delivery of Modules, LMs, and Textbooks
4. Annual Inventory 2025 Evaluation Report
5. Upcoming Seminars and Trainings
6. Submission and Updates of APP/PPMP
7. Updates on MOOE Utilization and Reporting
8. Updates on Canteen Bank Account Opening
9. Salaries and Benefits
10. Wellness Leave
11. Other Matters

DATE/TIME : March 4, 2026 (Wednesday)
08:00 A.M. - 05:00 P.M.

VENUE : to be announced

The attendance of the abovementioned attendees is enjoined.

NOEL D. BAGANO
Schools Division Superintendent



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