



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
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BY: _____	DATE: 12 Feb 2026
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**Office of the Schools Division
Superintendent**

February 12, 2026

OFFICE MEMORANDUM

No. **043** s. 2026

TO : ALMA FRAULEIN M. GARCIA
ATTY CHRISTINE JOYCE S. PACO
MARY BENETH G. LAGROMA
RENZ ROY A. RAMOS
RYAN B. DANO
AGAPITO T. ORDONA
Division Provident Fund Secretariat

MEETING OF THE DIVISION PROVIDENT FUND SECRETARIAT

1. Please be informed that a meeting of the Division Provident Fund Secretariat and shall be held on **Friday, February 13, 2026, 11:00 am at the Division Office Conference Hall.**
2. The meeting aims to address the following agenda items:
 - 2.1 Review of the CY 2025 Year-End Reports;
 - 2.2 Clarification of issues and concerns raised by some members regarding deductions and remittances; and
 - 2.3 Other matters.
3. The presence of the following accounting and payroll personnel are hereby requested to attend the said meeting:
 - 3.1 DECILYN O. PRESNO
 - 3.2 JOCELYN A. LA PLANA
 - 3.3 ERRICA MAE S. CAGURIN
 - 3.4 MARY ELAINE D. CAGURIN
4. All attendees are expected to come prepared with the necessary documents and inputs relevant to the agenda to ensure a productive discussion.
5. Immediate compliance of this Memorandum and dissemination are desired.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

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