



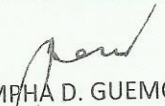
Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



September 18, 2015

MEMORANDUM

TO: CID & SGOD STAFF
Public Schools District Supervisors
SDO Section Chiefs & Staff
Administrative Aides / Security Guards

FROM : 
NYPHHA D. GUEMO
Asst. Schools Division Superintend
Officer In- Charge

SUBJECT : REGULAR MONTHLY CONFERENCE - " KUMUSTAHAN "

In order to have a smooth flow of SDO operation , a regular monthly conference will be conducted by this Office to the different offices/ sections staff and persqnnel on the following schedules :

- First Friday of the month (9 am)- CID / PSDS/ Lib Hub
- First Monday (9 am) - SGOD – SEPS / EPS
- First Monday (2 pm) - Medical
- First Tues (2 pm) - Budget / Cashier / Accounting / Adm Office
- First Wed (2 pm) - Planning /Supply / Records / Personnel
- First Thurs (2 pm) - Guards / UWs

For information and guidance of all concerned.

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date SEP 18 2015
Time 8:45 am
By 81