



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

SCHOOLS DIVISION OFFICE OF CATANDUANES
RECORDS SECTION
RELEASED
FEB 11 2022

MEMORANDUM

OSDS-UM-02-11-22/MBL

TO : Asst. Schools Division Superintendent
Division Chiefs
Section & Unit Heads
All SDO-Proper Personnel

FROM: **SUSAN S. COLLANO**
Schools Division Superintendent

SUBJECT: ONE-DAY FREE DAY FOR SDO-PROPER PERSONNEL

DATE: February 11, 2022

1. This Office congratulates all SDO Personnel for a job well done in the concluded validation of CY 2021 OPCRf of SDO Catanduanes which garnered an OUTSTANDING rating of 5.
2. Anchored on the Rewards & Recognition policy, all employees in the SDO-Proper may avail of a one-day FREE DAY or a Half-Day and Half-Day Scheme. Likewise, all Contract of Service/Job Order personnel may also avail a one-day Work-From-Home.
3. To ensure a smooth daily office operation, Division/Section & Unit Heads are advised to prepare a schedule and it shall be included in the Workweek Plan. However, all personnel should be available on February 17-19, 2022 for the 2022 OPCRf Alignment Workshop.
4. For information and guidance.

