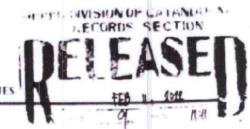
Department of Education

SCHOOLS DIVISION OFFICE OF CATANDUANES



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

- 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.
- 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.
- 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.
- For information and guidance.

