



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



RELEASED

October 10, 2019

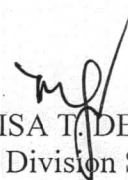
DepEd, Division Office of Catanduanes
RECORDS SECTION
Date: OCT 10 2019
Time: 6:00 PM
Initial/Signature: [Signature]

OFFICE MEMORANDUM

Chief- CID
Chief-SGOD
Section/Unit Heads
Security Guards
All Concerned

Per instruction by the Schools Division Superintendent, all keys of the offices should be turned over to the Security Guard on duty after office hours for safe keeping and in case of emergency, except in the office of the Cashier. Likewise, the Security Guard should have a distinct area in the guard house for these keys with corresponding number or label. The Section Chiefs should have a duplicate copy of the key in case he/she has to work overtime on Saturdays and Sundays or beyond office hours.

For information, guidance and compliance.


MA. LUISA T. DELA ROSA
Asst. Schools Division Superintendent

10/10