




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



MEMORANDUM TO : Education Program Supervisors
: Public Schools District Supervisors
: Elementary and Secondary School Heads

FROM : 
JOSE L. DONCILLO, CESO VI
OIC-Schools Division Superintendent

SUBJECT : POLICY ON THE USE OF THE DIVISION OFFICE CONFERENCE HALL B
AND C

DATE : November 18, 2013

To facilitate and avoid conflict of schedules in the use of the Division Office Conference Hall B and C, Please be advised that communication shall pass through the office of the OIC-Administrative Officer V prior to the approval of the office of the Schools Division Superintendent. Activities recorded in the said office shall be given priority in the use of the said venues.

Likewise please be informed to clean the said venues before leaving it as a courtesy to the next user.

Dissemination on the matter is hereby enjoined.

For guidance and compliance of all concerned.