



DIVISION MEMORANDUM

No. 166, s. 2018

**TO: ALL REGIONAL OFFICE PERSONNEL
ALL SCHOOLS DIVISION OFFICES
ALL OTHERS CONCERNED**

FROM: CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

**SUBJECT: NOTICE OF OFFICE CLOSURE FOR THE DIVISION TRAINING
OF SDO PERSONNEL ON RE-ENGINEERING OF SYSTEMS AND
PROCEDURES IN THE DIVISION OFFICE OF TAYABAS CITY
(PHASE I)**

DATE: June 07, 2018

1. Please be informed that the Division Training of SDO Personnel on Re-Engineering of Systems and Procedures in the Division Office of Tayabas City will be held on June 13 to 15, 2018 at Brgy. Pansol, Calamba City, Laguna.

2. In this regard, and due to the upcoming holiday, this office shall be closed on the following dates:

June 13 (Wednesday) – 1st day of training (Pansol, Laguna)
June 14 (Thursday) – 2nd day of training (Pansol, Laguna)
June 15 (Friday) – Regular Holiday

3. Regular Office hours will resume on June 18, 2018 (Monday).

4. For immediate dissemination and guidance of all concerned.

AS-AO/DESIGNATION OF DIVISION PERSONNEL SELECTION COMMITTEE
DM- 166 /06-07-2018

