

Republic of the Philippines Department of Education Region 4-A CALABARZON Province of Quezon **DIVISION OF TAYABAS CITY** Tayabas City



DIVISION MEMORANDUM No. 144 , 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- 44/06-07-2018

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