



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
RECEIVED
Date: 12 OCT 2022 2:30 PM
By: _____

OFFICE MEMORANDUM
OSDS-2022-066

To: ALBERT D. EÑANO – Master Teacher II/School In-Charge
JOANNA MARI C. BORBON – Administrative Officer II

From: The Office of the Assistant Schools Division Superintendent

Subject: Conduct of Ocular Inspection of Materials for the Division Year-End Special Event

Date: October 11, 2022

As the In-Charge for the Stage Decoration in the upcoming conduct of the Division Year-End Special Events, you are instructed to oversee the materials to be used in the said activity.

In view of the above, you are hereby advised to inspect and haul the materials to be used on the said event from Davao City on October 12, 2022 on Official Business.

Travel expenses incurred in this undertaking shall be charged to School/Division MOOE subject to the usual accounting and auditing rules and regulations.

It is further advised that strict health and safety protocols shall be observed at all times.

Immediate dissemination of this memorandum is desired.

For the Schools Division Superintendent:

REBECCA C. SAGOT

Assistant Schools Division Superintendent

