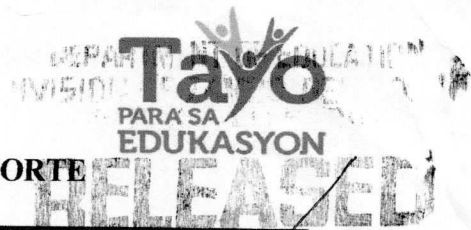




Republic of the Philippines  
**Department of Education**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City 7100



Division Memorandum  
 No. 448, s. 2016

BY: \_\_\_\_\_  
 NAME/SIGNATURE

DATE: 29 NOV 2016

TO : CID Chief  
 SGOD Chief  
 Supply Office  
 Accounting Office  
 HRMO  
 This Division

FROM : <sup>lx</sup> **NATIVIDAD P. BAYUBAY**, CESO VI  
 Officer-In-Charge (M) .  
 Office of the Schools Division Superintendent

SUBJECT : Officer of the day – daily assignment

DATE : November 28, 2016

It has been observed that our stakeholders spend a lot of time in looking for the offices that they intend to transact in the Division Office. In order to facilitate their urgent needs and save their precious time in the process, the concerned offices shall assign one of its members as an officer of the day for every day of the week. The following are the schedule:

SGOD – every Monday of the week;  
 CID – every Tuesday of the week;  
 HRMO – every Wednesday of the week;  
 Supply Office – every Thursday of the week;  
 Accounting Office – every Friday of the week;

The assigned officer of the day shall take his/her post in the space provided near the entrance of the Division Office and adjacent to the Cashier's Office.

For compliance.