



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



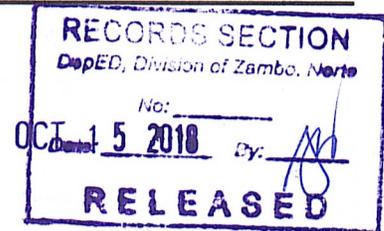
MEMORANDUM

TO: All Concerned Personnel

FROM: The Office of the Schools Division Superintendent

SUBJECT: CENTRALIZED OFFICE FOR DISTRICT DOWNLOADED SERVICES

DATE: October 8, 2018



As part of the re-engineering of educational services and in relation to the directive for the Public Schools District Supervisors to allocate space as workplace for district downloaded services, the undersigned advises all concerned to be in one office. The purpose is to have a centralized office for easy access and to institute the system of checks and balances within the district.

Relative thereto, the District Supervisor and the Principal of central school shall have one office, together with other district personnel. Likewise, District Supervisors are advised to provide space for the Administrative Officer of SHS which will serve as District Hub Coordinator to consolidate data on scheduled basis.

The cooperation and utmost support of everyone is enjoined.

Immediate dissemination of this memorandum is mandated.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Reference: Memorandum dated August 1, 2018
Re: Deployment of District/School Bookkeepers and Disbursing Officers