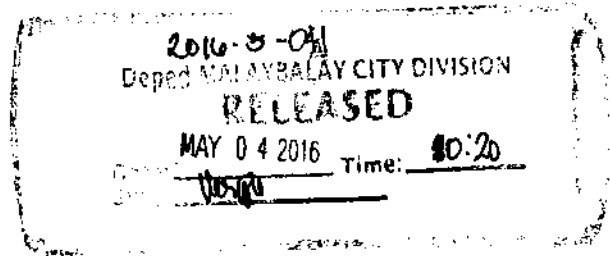




DIVISION MEMORANDUM

No. 220 s, 2016



To: All Division Office Personnel

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: May 3, 2016

SUBJECT: **VISITORS SHALL BE ATTENDED AT THE MULTI PURPOSE HALL**

- 1.) To facilitate smooth daily office operations, avoid work distraction of other employees, and keep privacy on conversations, you are hereby directed to attend the concerns of your visitors at the multi purpose hall.
- 2.) Guards on duty shall coordinate with the Officer of the Day to facilitate visitors in going to the multi purpose hall and to inform the employee concerned.
- 3.) Must observe time limit in attending the concerns of the visitors.
- 4.) For guidance and compliance.

Copy furnished:
Records Section
Personnel Section

TO BE POSTED ON THE WEBSITE