



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY

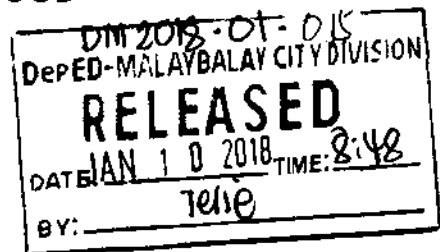


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DIVISION MEMORANDUM
 No. 015, s. 2018

**TO: Chief Education Supervisors and Staff, CID and SGOD
 Section/Unit Heads and Staff
 All Others Concerned**

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



DATE: January 8, 2018

SUBJECT: PARTICIPATION TO THE PHYSICAL FITNESS AND MENTAL FITNESS PROGRAM FOR SDO EMPLOYEES

1. In adherence to the herein Civil Service Commission Memorandum Circular No. 38 dated March 7, 2011 which reiterates the implementation of the Physical and Mental Fitness Program for Government Personnel, this Office hereby directs the conduct of the SDO Physical and Mental Fitness Program every Friday afternoon.

2. As provided in the Circular, government offices are authorized one (1) hour each week for the conduct of health awareness program and twenty (20) minutes daily for the conduct of wellness or fitness program. The Physical and Mental Fitness Program for SDO employees will be conducted every Friday effective January 12, 2018, to start at 3:00PM to be conducted at the SDO Conference Hall (second floor), SDO Building, Casisang, Malaybalay City.

3. The SDO Physical and Mental Fitness Program will be conducted based on assigned schedules:

Schedule	Lead Group
First Friday	Records Unit
Second Friday	Personnel Unit
Third Friday	Accounting and Budget Section
Fourth Friday	Cashier Unit and Supply Unit

4. Further, the Property and Supply Unit is assigned for the set-up of the logistics and sound system needed for the activity.

5. For compliance.

Encl:

As stated

Copy Furnished:

Records Unit
 Personnel Unit

TO BE POSTED IN THE DIVISION WEBSITE