DIVISION MEMORANDUM
No. 113, s. 2019

TO: Assistant Schools Division Superintendent
    Chief Education Supervisors, CID, SGOD
    Public Elementary and Secondary School Heads
    All Others Concerned
    This Division

FROM: REBONFAMIL R. BAGUIO
      Schools Division Superintendent

SUBJECT: ATTENDANCE OF OFFICE PERSONNEL AND TEACHERS
         AS PARENTS/GUARDIANS TO THE 2018 – 2019 END OF THE
         SCHOOL YEAR RITES

DATE: 26 March 2019

1. Pursuant to the existing guidelines and policies, this Office hereby informs the
   field on the essential considerations that the Office had undertaken in response to the various
   requests to their attendance as parents and or guardians to the 2018-2019 end of school year
   rites.

2. Concerned personnel and teachers are allowed to leave the Office and or stations
   to attend such ceremonies provided they fall on April 2 and 3, 2019 only at any public and
   private elementary and secondary schools located within the division except in tertiary
   institutions. Provided further that it is on Official Time only. Attendance of such other than
   the specified dates and are already outside the Division, Civil Service Omnibus Rules on Leave
   shall apply.

3. Queries relative to this can be relayed to Ralph T. Quirog at 09178818176.