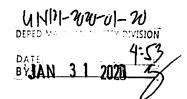


## Republic of the Philippines

## Department of Education

Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



## **MEMORANDUM**

TO:

All Division Office Personnel

This Division

FROM:

VICTORIA V. GAZO, PhD., CESO V

Schools Division Superintendent

DATE:

January 31, 2020

SUBJECT:

Picture-taking for the SDO Organizational Chart

Adherent to the QMS requirements, this Office is advised to update and display Organizational Chart within the SDO Building.

Relative thereto, this Office hereby directs you to participate in the picture-taking on the schedule provided below:

Office	Date	Time	Venue
SGOD	February 3,	10:00 AM TO 11:00 AM	
CID	2020	11:00 AM TO 12:00 AM	LRMDC
OSDS	7	1:00 PM TO 3:00 PM	

Further, this Office advises the employees to wear corporate attire preferably black blazer and skirt/slacks with white inner blouse for the ladies and black coat and slacks with white inner barong or polo for the gentlemen.

For immediate dissemination.



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