



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

UN171-2020-01-20
DEPED MALAYBALAY CITY DIVISION
DATE: 4:53
BY: JAN 31 2020

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, 2020	10:00 AM TO 11:00 AM	LRMDC
CID		11:00 AM TO 12:00 AM	
OSDS		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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