



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 DIVISION OF PAGADIAN CITY

RELEASED
 3-27-23
 Division of Pagadian City

Division Memorandum

No. 69 s.2023

March 23, 2023

RELOCATION OF ALL UNSERVICEABLE OFFICE EQUIPMENT FROM THE OLD DIVISION OFFICE BUILDING TO TEACHER'S CENTER

To: School Heads) Public Schools, All Levels
 Teaching & Non-Teaching Personnel
 Division Utility Staff
 Others Concerned

1. As one of our earnest efforts and intention of resolving matters with regard to relocation of all unserviceable office equipment and materials from the old Division Office Building to Teacher Center of this Division, we are requesting aid from **School Heads, Teachers and Non-Teaching Personnel** from both schools and this Division for the scheduled relocation. Below information should be noted:

When: March 25-26, 8:00am-5:00pm

Where: Division Office -Old Building

2. Furthermore, we emphasize that below personnel are **required** and therefore **attendance is expected**:

- Administrative Officer II
- Administrative Assistant III (Supply)
- Division Utility Staff

3. Incentives shall be given to those who will be present and will be rendering services.

- Teaching personnel will be given service credits.
- Non-teaching personnel will be entitled for a CTO that will expire one (1) year upon issuance of this memorandum.
- School Heads may also be able to acquire certain inventory items that they may use and shall proceed with the transfer of said items with proper documentation.

4. We are hoping for your support and cooperation as this will be a significant help to fast track the transfer all properties in the Teacher Center.

5. For immediate dissemination.

MA. LIZA R. TABILON, EdD, CESO V
 Schools Division Superintendent

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Division Memo/Supply Office
 Control No. M03-23-23



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