



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memo. 135, 2022
MEMORANDUM

TO : **ALL SDO PROPER EMPLOYEES**
This Schools Division

FROM : **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent

SUBJECT : **URGENT CONFERENCE MARCH 24, 2022**
SDO CONFERENCE ROOM

DATE : **March 23, 2022**

On March 24, 2022 **ALL SDO EMPLOYEES** including **JOB ORDERS** are required to be present in this **URGENT CONFERENCE** beginning at **3:00PM**. Since the conference room cannot accommodate all due to social distancing, **ALL OTHERS MUST BE IN OFFICE via ZOOM** so that when respective appearance is required, that employee/s can immediately appear in the Conference Room.

BE ON TIME, so that other scheduled activities can still be attended to after the conference. ITO Lauriel Balucan must provide the platform for those in respective offices, and Records Cynthia Dalman must check the attendance.

