



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

December 7, 2023

UNNUMBERED DIVISIONAL MEMORANDUM

No. 365, s. 2023

**LIST OF EMPLOYEES FROM THE ADMINISTRATIVE
AND FINANCE UNIT**

TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Personnel
This Division

1. In order to facilitate an orderly and timely releases of claims and benefits of our employees, the on time processing of procurement documents and closing of the Books of Accounts, as well as submission of the Year-End Financial Reports, this Office hereby directs that selected non-teaching personnel from the Administrative and Finance Unit must report to the office on December 18-22, 2023 and December 26-29, 2023.
2. With the above premise, the unit/section heads from Finance and Administrative Unit shall identify and submit the names of personnel to be involved to the undersigned not later than December 12, 2023.
3. Please be guided accordingly.

NIMFA R. LAGO, PhD., CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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PANDONG
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