



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

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January 23, 2024

**UNNUMBERED DIVISIONAL MEMORANDUM**

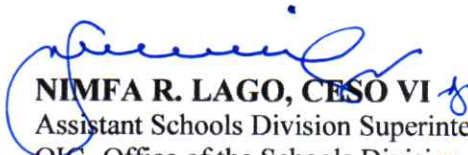
**SPECIAL MEETING FOR THE SECURITY GUARDS**

TO: PRECIOSO V. MORENO JR., *Security Guard I*  
RENE JAY LLANOS, *Security Guard I*  
LIBERATO M. PAGAL JR., *Security Guard I*  
RETCHIE S. DALANGIN, *Agency Guard*  
This Division

1. This Office calls for a special meeting on Thursday, January 25, 2023 at 3:00 o'clock in the afternoon at the Board Room to discuss the following:

- 1.1 Locator Slip
- 1.2 Pass Slip
- 1.3 Guard Schedule
- 1.4 Punctuality and Attendance
- 1.5 Civil Service Commission Memorandum Circular No. 17, s.2019
- 1.6 Civil Service Commission Memorandum Circular No. 04, s.2011
- 1.7 Individual Performance Commitment and Review Form (IPCRF)

2. Attendance of all concerned personnel is required.

  
**NIMFA R. LAGO, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent



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Our **LEARNERS**: *The Diamonds of the Fortress.*  
**ASENSO OZAMIZ!**