



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

December 20, 2021

DIVISION MEMORANDUM
No. **516**, s. 2021

**URGENT TRANSFER OF WORKING STATION FOR THE DIVISION OFFICE,
IMPLEMENTING UNITS AND NON-IMPLEMENTING UNITS PERSONNEL**

TO: Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. After the super typhoon “Odette” (international name: Rai) carved a trail of destruction in our province, all the water facilities and electric connections of this Office are totally not functional.
2. In view of the foregoing, an urgent temporary transfer of working station for the Division Office, Implementing Units and Non-Implementing Units Personnel shall be done effective December 20-23, 2021 to fast track the closing of office transactions especially on the financial matters.
3. Expenses incurred during the activity shall be charged against the Division MOOE/local funds subject to the usual auditing and accounting rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent

JIL/CPC/ADMIN/atm



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