



September 19, 2018

**DIVISION MEMORANDUM**

No. 600 s. 2018

**GAANO CULMINATION PROGRAM  
DURING CIVIL SERVICE MONTH CELEBRATION 2018**

TO: **Assistant Schools Division Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/ Division Coordinators  
Education Program Specialists/ Section Heads  
Public School Districts Supervisors/ Districts In-Charge/**

1. In observance of the 118<sup>th</sup> Philippine Civil Service Anniversary and in pursuance to Civil Service Commission (CSC) Memorandum Circular (MC) No. 38, s. 1992, CSC No. 6 s. 1995 and CSC MC No. 8 s. 2011, the inter-office health and wellness event managed by the Government Agencies' Association of Negros Oriental (GAANO) will culminated on September 29, 2018 at 5:00 to 8:00 PM at the Lamberto Macias Sports and Cultural Center in Dumaguete City.
2. Relative to this, you are hereby mandated to attend the Closing Program and Sports Fest Awarding Ceremony on the aforementioned date and venue.
3. Moreover, the Division is tasked by GAANO to be in-charge of the awards well-arranged on the table ready for the awarding, to prepare 100 chairs and a table of foods for the cocktail party and those **municipality focal persons assigned to bring some provisions (food)** are requested to coordinate with **Mr. Allan Tabio, DEPS-Sports as GAANO-Neg.Or Focal Person.**
4. All attendees are requested to wear attires fit for the occasion.
5. This memorandum serves as your **TRAVEL ORDER.**
6. Travelling and other incidental expenses shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this memorandum is desired.

**WILFREDA D. BONGALOS, Ph. D. CESO V**  
*Schools Division Superintendent*

WDB/ rbp/jcc

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