

T.O 4 928



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

MEMORANDUM

TO : DESIDERIO T. QUITOY
ADA - Electrician

SUBJECT : MAINTENANCE AT DIVISION OFFICE

DATE : JULY 26, 2018

118.2072
JUL 27 2018

You are hereby directed to report at Division Office this Saturday, July 28, 2018. Together with the PGSO Personnel, you are task to trim tree branches and cut down selected trees fronting PEO office and at the back of the Division Office which are obstructing electrical lines and also damaging building structures.

Please be advised to log in and out using the biometrics bundy clock to record your attendance. Attendance is equivalent to Non-monetary Compensatory Overtime Credit.

For your information and guidance.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent
7/26/18