DIVISION MEMORANDUM
NO. 440, s.2016

ADDITIONAL RESPONSIBILITY DURING THE CONDUCT OF THE TWO-DAY PRE-RETIREMENT SEMINAR FOR TEACHING & NON-TEACHING PERSONNEL OF DIGOS CITY DIVISION

To: Reyzen O. Monserate, RN, MAN
Administrative Aide VI

1. Aside from being one of the Facilitators, you are hereby directed to have an additional responsibility as a standby nurse for the Two-Day Pre-Retirement Seminar for Teaching & Non-Teaching Personnel of Digos City Division on August 25-26, 2016 at Avenue One Hotel.

2. Kindly coordinate with the Health & Nutrition Section for the medical kit and other materials needed.

3. For your information and guidance.

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Date: AUG 16 2016
Time: 9:14