



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

March 6, 2024

DIVISION MEMORANDUM

No. 150, s. 2024

ISSUANCE OF SPECIAL ORDER FOR DEPLOYMENT OF ADMINISTRATIVE OFFICER II, PROJECT DEVELOPMENT OFFICER I, ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II

TO : OIC - Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Section Chiefs/Unit Heads
Administrative Officer II
Administrative Assistant III
Administrative Assistant II
All Concerned

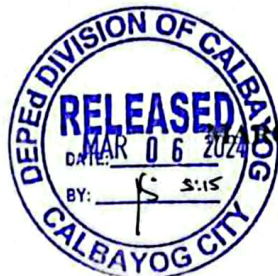
1. In compliance with the DepEd Order No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and Regional Memorandum No. 104, s. 2024 "Immediate Deployment of All Non-Teaching Personnel Intended for Schools", the SDO Calbayog will be conducting the issuance of Special Order for Deployment of Administrative Officer II, Project Development Officer I, Administrative Assistant III and Administrative Assistant II at the Office of the Schools Division Superintendent on March 7, 2024 :

- | | |
|-----------------------------------|------------------------|
| a. Administrative Officer II | - 8:30 AM to 11:00 AM |
| b. Project Development Officer II | - 11:00 AM to 12:00 NN |
| c. Administrative Assistant III | - 1:30 PM to 3:00 PM |
| d. Administrative Assistant II | - 3:00 PM to 5:00 PM |

2. The activity aims to ensure that all concerned are informed and updated with the issuances and mandates relative to the deployment of the school-based personnel and that they receive and accept the Special Order for the deployment.

3. This Memorandum shall serve as the Travel Order of the participants.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.



GARITO A. CADAYONA JR. PhD, CESO VI
OIC - Schools Division Superintendent



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