



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City

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Division Memorandum
No. 291 s, 2014

Memorandum To:

Patricia Y. Alday
Jan Michael Gemoranon
Maria Corazon T. Homicillada
Amabel D. Huguete
Avegail J. Israel
Love Joy M. Montecillo
Emmanuel Rodric Mugot

From: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent *W*

Subject: Rotation of Duty at the Division Office Clinic

Date: December 2, 2014

- I. It is a standard operating procedure in our division that all teaching and non-teaching applicants for permanent or substitute position should undergo Neuropsychiatric examination and Chest X-ray to be accompanied by a nurse during the examination.
- II. As our Nurse in - Charge retired months ago, we don't have a permanent nurse to go on duty daily at the division office clinic to help them accomplish the said examinations.
- III. In this connection, you are hereby advised to go on duty on rotation basis at the division office clinic to help facilitate the requirements for medical examination of these applicants and to man the clinic when the Medical Officer/ Dentist in - charge and Dental Aide are on travel.
- IV. For information and compliance.

Schedule of Duty for December 2014:

December 3, 2014 (Wed)	-Maria Corazon T. Homicillada
December 4, 2014 (Thu)	-Patricia Y. Alday
December 5, 2014 (Fri)	-GIFT – GIVING
December 8, 2014 (Mon)	-Jan Michael Gemoranon
December 9, 2014 (Tue)	-Amabel D. Huguete
December 10, 2014(Wed)	-Love Joy M. Montecillo
December 11, 2014(Thu)	-Emmanuel Rodric Mugot
December 12, 2014 (Fri)	-TEACHER'S DAY
December 22, 2014 (Mon)	- Maria Corazon T. Homicillada
December 23, 2014 (Tue)	-Jan Michael Gemoranon
December 29, 2014 (Mon)	-Avegail J. Israel

Prepared by:


VIDA C. SUGANOB, M.D.
Medical Officer III

APPROVED:


CHERRY MAE L. LIMBACO, Ph. D., CESO V
Schools Division Superintendent