



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

September 26, 2022

DIVISION UNNUMBERED MEMORANDUM

To : **JEFFREY GRANZON, ADA-1**  
**SYLVIA GAMAYON, Job Order**

*This Division*

From : **JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

Subject : **DIVISION IN-CHARGE TO ROUTE CLEARANCE/S**

1. To provide effective and efficient services to our clients especially those who are filing for leave like maternity, travel abroad, transfer of assignment, promotion, retirement, resignation and other kinds of leave, you are hereby directed to take charge of routing the Division clearances of the employees who are availing leave.
2. The above-mentioned tasks are in addition to your present duties and functions.
3. For information, guidance and compliance.

  
**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

JSDP /erg/rlg

