



April 3, 2019

MEMORANDUM TO:

**Schools District Supervisors
Elementary/Secondary School Heads
All Teachers**

This Office hereby advised all teachers on the following activities before they will go into long summer vacation:

1. Rooms and roofings must be clean and all furnitures are arranged.
2. Switch off the lights and unplugged appliances if any.
3. Check waterlines for any leakages.
4. Teachers who are requesting for transfer shall submit the request form to the Office of the Superintendent on or before April 15, 2019.
5. Principal, Head teachers, and Supervisors are required to report to their respective offices and get ready for any exigent matters.
6. Application for leave shall be approved first by the Superintendent before the official can leave the office.

For compliance.

 4-3-2019
RANDOLPH B. TORTOLA
Schools Division Superintendent