



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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April 7, 2016

DIVISION MEMORANDUM
No. 124, s. 2016

**ATTENDANCE OF SCHOOL HEADS IN THE SCHOOLS
DURING OFFICE DAYS IN SUMMER 2016**

To: Education Program Supervisors
Public Schools District Supervisors/ In Charge
Elementary and Secondary School Heads
This Division

1. The official station of the school heads during office days is the school where they are assigned. School Heads are therefore expected of their attendance in their respective schools during the office days in summer 2016.
2. Except when there is an official call-up from the Division Office or when there is an Official district meeting, school heads shall be physically present in their respective schools to ensure the safety of the school, to prepare the school for the 2016 National Elections and to undertake those which are reflected in their Summer Activities Plan.
3. Immediate dissemination of this Memorandum to all concerned is enjoined.

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

CLL/jgv
To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS ATTENDANCE ACTIVITIES