



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY

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OFFICE MEMORANDUM

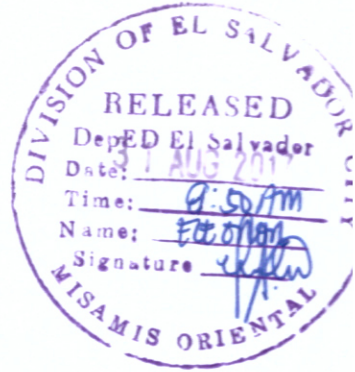
No. 254, s. 2017

To: **ALL DIVISION OFFICE PERSONNEL**

From: **ALLAN G. FARNAZO, PhD, CESO IV**
Regional Director IV, Concurrent SDS

Subject: **Strict Implementation of the Use of Pass slip**

Date: **August 29, 2017**



1. All Division Office Personnel are hereby reminded of the strict implementation of the use of pass slip. The pass slip should be signed by the Head of Office, Dir. Allan G. Farnazo, Concurrent SDS. Only in his absence shall Chief Rowena H. Para-on shall approve the same.
2. Strict compliance and wide dissemination of this Memorandum is enjoined.

Copies Furnished:
Person Concerned
Records Section-Memorandum/

/emr