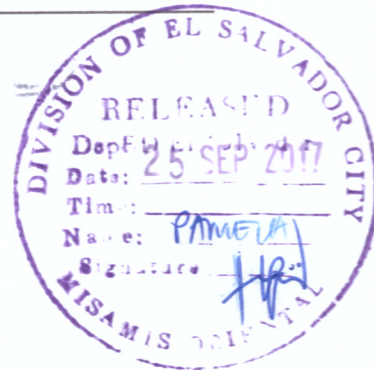




DIVISION MEMORANDUM

No. 30, s. 2017



To: ALL EMPLOYEES
 ALL OTHERS CONCERNED
 This Division
[Signature]

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

Subject: Visitation Schedule to the Wake of
 Cora T. Asa, Former OIC-ASDS

Date: September 25, 2017

1. It is with great sadness to inform you that Cora T. Asa, former OIC-ASDS of this Office has passed away last Sunday, September 24, 2017 at 2:00 o'clock in the morning.
2. To show our deepest sympathy and condolences to the family of Dr. Cora T. Asa, all Division Office Personnel are encouraged to assist the family during the visitation services on the following schedule:

Date	Venue	Assigned Section/ Unit
September 24, 2017	St. Peter Memorial Chapel, Iponan, Cagayan de Oro City	SEPS/EPS
September 25, 2017		Accounting
September 26, 2017		Admin and HR
September 27, 2017		ALS Group
September 28, 2017		SGOD/ JOs
September 29, 2017		All Personnel

3. Each unit shall ensure that there will be no interruption on office operations and services.
4. Schools and other concerned personnel may visit the wake on their planned schedules, provided that the **no-disruption-of-classes policy** is observed.
5. The focal person for the services prior to funeral shall be Eulita M. Castillo while Margie R. Valmoria shall take charge on the processing SSS, GSIS, Death Certificate and the Interment of Dr. Asa.
6. Immediate dissemination of this Memorandum is desired.