



DIVISION MEMORANDUM

No. 305

To: ALL DIVISION PERSONNEL
ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHER CONCERNED

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Schedule of Activities of the Schools Division Superintendent

Date: September 27, 2018

1. For the information of all concerned, below is the schedule of activities of the SDS:

| Date | Activity |
|------------------|---|
| October 5, 2018 | Attend World Teachers day at El Salvador City Central School. |
| October 8, 2018 | Attend Regional MANCOM at Region Office 10 – Northern Mindanao, Zone 1 Upper Balulang, Cagayan de Oro City. |
| October 9, 2018 | Departure for Oroquieta City Misamis Occidental. |
| October 10, 2018 | First day of Service, New Schools Division Superintendent, Mr. Jesnar Dems Torres. |

2. All documents for signature by the SDS should be received not later than October 8, 2018.
3. For information and guidance.