



OFFICE MEMORANDUM  
No. 324, s. 2018

To: DIVISION OFFICE PERSONNEL

From: **JESNAR DEMS S. TORRES, Ph.D. CESE**  
Schools Division Superintendent

Subject: TAKING OF PICTURE FOR THE OFFICE ID

Date: October 22, 2018

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1. This office is hereby informed of the scheduled picture taking on October 23, 2018 at the division office. In this connection, division office personnel are encouraged to wear their official Tuesday office uniform for such activity.
2. For information, guidance and strict compliance.
3. Thank You