



DIVISION MEMORANDUM

No. 342, s. 2018

To: Section Heads
Division Office Personnel

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent *10/29*

Subject: Oplan Tirada Opisina *10/29*

Date: October 29, 2018

1. All division office personnel are hereby directed to participate in the **Oplan Tirada Opisina: A Clean Up Drive** on October 31, 2018 from 8:00 A.M – 12:00 noon.
2. Below is the area of assignment:

Back Portion of the Division Office	-	SGOD, Admin Section & JOs
Front of Supply Office up to ESCCS Gate	-	CID & Personnel Section
Front of Division Office (Whole Area)	-	Finance Section
3. All are directed to bring cleaning clothes and materials during the said activity.
4. For information and strict compliance.