



INTER-OFFICE MEMORANDUM
No. 353, s. 2018

To: All Division Office Personnel
From: JESNAR ~~DEMS~~ S. TORRES, Ph.D., CESE
OIC, Schools Division Superintendent
Subject: Physical Fitness Activity (Zumba)
Date: October 30, 2018

1. You are hereby directed to participate in the physical fitness activity (Zumba) in our Division, scheduled every Mondays, Wednesdays and Fridays at 4:00 P.M. - 4:45 P.M. at the office ground. This will commence on October 31, 2018.
2. The objectives of the said activity are to wit:
 - a. ensure healthy workplace;
 - b. encourage employees to achieve healthy lifestyle;
 - c. reduce the risk of lifestyle diseases by achieving or maintaining the ideal body weight; and
 - d. to boost self-esteem and self-confidence.
3. Participants are encouraged to bring appropriate attire for the aforesaid activity.
4. Assigned section will spearhead the zumba for the week. Attached is the schedule per section.
5. For information, guidance and strict compliance.



SCHEDULE OF ASSIGNMENT FOR ZUMBA

WEEK	ASSIGNED SECTION
1	SGOD
2	CID
3	ACCOUNTING
4	ADMIN/SDO
5	ALS/SUPPLY/LIBRARY