



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City



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INTER-OFFICE MEMORANDUM

No. 383, s. 2018

To: Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Education Program Supervisors
Education Program Specialists
Planning Officers
Information and Technology Officer-I
Division ALS Coordinator
Section Heads

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

Subject: Attendance to Workshop on Work and Financial Plan (WFP) for Division MOOE and HRTD Fund for FY 2019

Date: December 11, 2018

1. You are hereby directed to participate in the Workshop on Work and Financial Plan (WFP) for Division MOOE and HRTD Fund for FY 2019 on **December 13-14, 2018 from 8:00 – 5:00 P.M.** at LRMDs Conference Room, El Salvador City Division.
2. Further, Education Program Supervisors are hereby directed to visit schools in the afternoon of Friday, December 14, 2018 to ensure engagement on Time-on-Task.
3. For information, guidance and strict compliance.