



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary/Secondary Schools Principals/TICs/Head Teachers
Heads, Administrative Units
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD ✓
OIC - Schools Division Superintendent

SUBJECT: **ORIENTATION AND MEETING OF ALL ADMINISTRATIVE OFFICER II, PROJECT DEVELOPMENT OFFICER II, ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II**

DATE: September 16, 2024

1. The Schools Division of Marinduque, through the Administrative Services Unit shall conduct an in-person Orientation and Meeting of all Administrative Officer II, Project Development Officer I, Administrative Assistant III and Administrative Assistant II (except Implementing Unit) on September 17, 2024 at 8:00 AM to 5:00 PM at the SDO Marinduque Conference Hall.
2. There will be no food provision on this activity. Hence, participants are advised to bring their snacks and lunch.
3. Kindly bring laptop and extension wire for the said activity.
4. Immediate dissemination of and compliance with the contents of this Memorandum is desired.

*"Marinduque Heart of the Philippines
Lead to Excel, Excel to Lead"*



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