



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City 7100



**OFFICE MEMORANDUM**

TO : **All Division Personnel**  
This Division

FROM : **PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Officer In-Charge  
Office of the Schools Division Superintendent

SUBJECT : **DIVISION MONTHLY CONSULTATIVE MEETING**

DATE : August 23, 2017

**RELEASED**

BY: \_\_\_\_\_  
NAME/SIGNATURE

23 AUG 2017

DATE: \_\_\_\_\_

The Schools Division of Zamboanga del Norte upholds and ensures quality and effective delivery of its services to its clientele.

In this connection, a consultative meeting involving all division personnel will be conducted every month (date to be determined) to maintain and improve the performance of this office. This monthly meeting shall serve as a venue for the Assistant Schools Division Superintendents, Chief Education Supervisors and Section Heads to provide office updates and resolve any concerns. Attendance to this activity is a must.

For information and guidance.