



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

DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBO. DEL NORTE  
DIPOLONG CITY 7100

**RELEASED**



DATE: 18 JAN 2018

**MEMORANDUM**

To : **CLIFFORD GINGOYON** – Polanco NHS  
**MA. JESSICA M.SALDON**- Polanco NHS  
**RAYMOND VIDALLO**- Katipunan NHS  
**FLORA TACLAP**- Katipunan NHS  
**MARIE CONSON DIMASUHID**- Katipunan NHS

From : **Office of the Schools Division Superintendent**

Subject : **INSTRUCTORS FOR THE DIVISION FITNESS PROGRAM**

Date : January 17, 2018

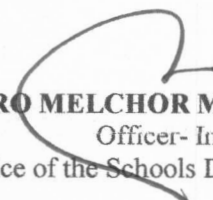
The Schools Division of Zamboanga del Norte emphasizes the importance of health and wellness of every employee. As this office strongly considers that a healthy body and mind boosts performance and productivity in the workplace, a Sports and Fitness Program will be launched on the fourth week of January 2018, scheduled every Tuesdays and Thursdays at 3:30PM onwards in the Division Office.

Given the recommendation and trust on your performance in fitness and wellness, this office hereby requests the concerned personnel to form part of this activity as *fitness instructors* which includes, but is not limited to Zumba sessions and dance groups.

Expenses incurred in rendering these services shall be charged to Division Local Funds subject to the usual accounting and auditing rules and regulations.

For more information, kindly coordinate the Human Resource Development Unit of this division at (065) 212 5131 or at mobile no. 09175072793.

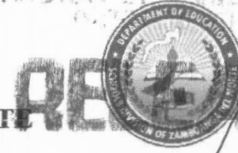
For guidance and compliance.

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



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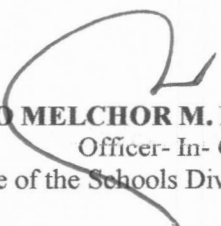
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