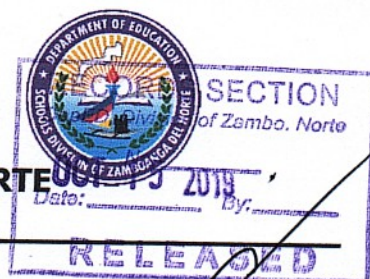




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



Unnumbered Memorandum

To : **PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ALL SCHOOL HEADS, TICs, OICs (ELEMENTARY AND SECONDARY)  
ADMINISTRATIVE OFFICERS  
DISBURSING OFFICERS**

From : **OFFICE OF ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

Subject : **CLUSTERED ORIENTATION ON THE BASIC ADMINISTRATIVE SERVICES  
DOWNLOADED TO DISTRICTS**

Date : **OCTOBER 14, 2019**

1. In order to strengthen the delivery of basic support and frontline services of the Administrative Section and in consonance with the unnumbered Division Memorandum dated October 8, 2018 on the Centralized Office for District Downloaded Services, this office announces the Clustered Orientation on the Basic Administrative Services downloaded to Districts on the following dates and venues indicated below:

Cluster	Dates	Venue
1	October 16, 2019	ZANECO Function Hall, Pinan, Zamboanga del Norte
3	October 17, 2019	John H. Roemer NHS, Siare, Sindangan, Zamboanga del Norte
2	October 18, 2019	Roxas Central School Covered Court, Roxas, Zamboanga del Norte

2. The objectives of this activity are to:
  - a. present accomplishments and updates on the administrative services to include Personnel, Supply, Cashier and Record Sections;
  - b. address issues and concerns regarding administrative services; and
  - c. provide an avenue to come together to discuss District and School Performance in terms of providing technical and support services to teachers
3. The participants to this orientation are all the School Heads (Elementary and Secondary), Administrative Officers, and disbursing Officers of districts and schools of this Division. They are expected to be at the venue before 8:00 in the morning.
4. Travel and incidental expenses of the participants shall be charged against school/division MOOE subject to the usual accounting and auditing rules and procedures.
5. Widest dissemination of this memorandum is hereby enjoined.

**Noted:**

**FILMA B. CATALAN**  
OIC-ASDS

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent