



[AUG 18 2016]

DIVISION MEMORANDUM

No. 476, s. 2016

ELECTION OF NON-TEACHING PERSONNEL

To: **All Non-teaching Personnel**

1. Please be informed that all non-teaching personnel assigned in the Division Office and in the field are invited to be present on September 2, 2016, 1pm to 5pm, at the Division Social Hall, IPHO Bldg., Sudlon, Lahug, Cebu City for its General Assembly and election of officers.
2. Travelling expenses shall be chargeable against local school MOOE Funds, while other incidental expenses shall be chargeable against Division Funds, subject to its availability and the usual accounting and auditing rules and procedures.
3. For your information.


RHEA MARA. ANGTUD, ED. D.
Schools Division Superintendent

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