



DIVISION MEMORANDUM

No. 30 S. 2019

TO: **MERCILITA L. PEÑAFLORIDA**
EPS - I

FROM: **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **START OFF THE GULAYAN SA OPISINA AT THE BACK OF THE DIVISION OFFICE BUILDING**

DATE: January 17, 2019

1. In view of the above-stated subject, you are hereby ordered to start immediately the said gardening project at the designated area at the back of the office.
2. You are to take the lead and prepare ACTION PLAN for approval by the Office of the Superintendent.
3. Immediately upon the approval of the ACTION PLAN, you are to focus your attention on the start off of the gardening activities and the succeeding maintenance activities.
4. For your compliance.