



Republic of the Philippines  
DEPARTMENT of EDUCATION  
REGION XI  
Schools Division of Digos City  
City of Digos



August 15, 2016

DIVISION MEMORANDUM  
NO. 440, s.2016

**ADDITIONAL RESPONSIBILITY DURING THE CONDUCT OF  
THE TWO-DAY PRE-RETIREMENT SEMINAR FOR TEACHING & NON-  
TEACHING PERSONNEL OF DIGOS CITY DIVISION**

To: **Reyzen O. Monserate, RN, MAN**  
Administrative Aide VI

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1. Aside from being one of the Facilitators, you are hereby directed to have an additional responsibility as a standby nurse for the **Two-Day Pre-Retirement Seminar for Teaching & Non-Teaching Personnel of Digos City Division on August 25-26, 2016 at Avenue One Hotel.**
2. Kindly coordinate with the Health & Nutrition Section for the medical kit and other materials needed.
3. For your information and guidance.

  
**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digo:

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Date: AUG 16 2016 Time: 9:14  
By: 