



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 322, s. 2019

April 24, 2019

ATTENDANCE IN A MEETING OF THE SGOD PERSONNEL-HEALTH AND NUTRITION UNIT

To: **Dr. Jasmine Asarak, DMD**
Officer-In-Charge
All Health and Nutrition Unit Personnel

1. This Office invites you to a meeting of the SGOD Personnel specifically with the Health and Nutrition Unit to discuss harmonization and alignment concerns regarding the IPCRF 2019 Targets vis-s-vis Job Description Version 2 on April 25, 2019, at 1:30pm, at the Division Office Conference Room.
2. As a support to the Schools Division Office (SDO) in its implementation of all the Programs, Projects, Activities and Special Events (PAPS), especially in the area of Health and Nutrition, the Office believes that all expected deliverables of that unit can be carried out by establishing measurable plan of actions, goals and timeframes aligned to what the Job Descriptions/ duties and Responsibilities have defined in the implementation of all the various PAPS in the DBEDP 2018-2022.
3. With that, all Health and Nutrition Unit Personnel are directed to attend the said activity, with snacks charged to personal account.
4. For information and compliance.

WINNIE E. BATOON, CESE, EdD
Officer –In- Charge
Office of the Schools Division Superintendent

*For and in the absence of the
Schools Division Superintendent*

[Signature]
SOLLIE B. OLIVER, LLB
Chief ES-SGOD
SBO

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
1904-890
DATE: 25 APR 2019 TIME: 1:11
BY: [Signature]

Encls: None
References: RA 9155
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: CONFERENCE GOVERNANCE OPERATIONS

DepED: Attendance in the SDO-called for Conference
SBO December 5, 2018