

### Republic of the Philippines

# Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

September 19, 2022

#### **DIVISION MEMORANDUM**

## OFFICIAL POLO SHIRT OF DIVISION PERSONNEL, TEACHERS AND SCHOOL-BASED NON-TEACHING PERSONNEL

To

CID Chief

SGOD Chief

Public Schools District Supervisors

School Heads of Public Elementary and Secondary Schools

Teachers

- 1. The Schools Division of Digos City will use one polo shirt as an official identity of Division Personnel, Teachers, and School-based Non-Teaching Personnel.
- 2. The polo shirt shall be worn by the personnel and teachers in the region and division activities, among others, that require the participation of the Schools Division Office.
- 3. The design of the polo shirt including its particulars is attached in the Enclosure.
- 4. The schools may utilize Local MOOE funds or personal funds for the printing of the polo shirt, all subject to the usual accounting and auditing rules and regulations.
- 5. For information, guidance, and compliance.

For and in the absence of the Schools Division Superintendent

BASILIO P. MANA-AY, JR., CESO VI Assistant Schools Division Superintendent

Officer In Charge

Enclosed: As stated. CID/tme

DepEd Schools Division of Digos City
RECORDS SECTION

17-91289

SEP 2 1 2022 TIME: 9:7

EMAN ON TSION OF DUTY

Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396

# **Sublimation Polo Shirt Printing**

