



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Selected Division Office Unit Heads
Budget and Finance Staff

FROM: *for SM de Mesa*
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **2EMOOE PROJECT**

DATE: July 22, 2016

With the end in view of improving service delivery through CI approach and tools, DepEd Batangas Province CI Team will share their "2EMOOE" project to our Division.

The activity will be held on July 26, 2016 from 1:00 p.m. to 3:00 p.m. at the Division Library Hub, DepEd Compound, Brgy. Luciano Trece Martires City, Cavite.

Participants to this activity are the following:

1. Assistant Schools Division Superintendents
2. Chief, CID and SGOD
3. SEPS, Planning and Research
4. EPS, Learning Resource
5. EPS, Science
6. Administrative Officer V
7. Division Accountant
8. Budget Officer
9. OIC, Cashier Officer
10. All Division Senior Bookkeepers
11. All budget and cashier staff

Dissemination of this Memorandum is highly desired.