


December 10, 2018

DIVISION MEMORANDUM
No. 368 s. 2018

GUIDELINES ON LEAVE APPLICATION DURING THE SDO CHRISTMAS PARTY

TO: OIC, Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary and Junior High School Heads
All Concerned

1. In view of the Office year-end party celebration on December 17, 2018 at Tagaytay Haven, Tagaytay City, please be informed that **NO APPROVAL** of leave applications will be undertaken on **December 17, 2018**, except those who are currently on leave due to serious illness, terminally ill, and on maternity leave.
2. This is to ensure that all employees in the SDO are participating and witnessing the year-end party celebration in spreading the spirit of peace, love and joy in this yuletides season.
3. Immediate dissemination of this Memorandum is strictly advise.


CHERRYLOU D. REPIA
Schools Division Superintendent