




Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
**DIVISION OF CAVITE**  
Trece Martires City



TO: Assistant Schools Division Superintendent  
OIC – Office of the Assistant Schools Division Superintendent  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary & Elementary School Heads  
All Other Concerned

FROM:   
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

SUBJECT: **NO TRANSACTION ON DECEMBER 17- 18, 2015**

DATE: December 16, 2015

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With reference to the conduct of Division Awarding Ceremony for Outstanding Employees and Offices on December 17, 2015 and Division Christmas Party on December 18, 2015, please be informed that Division Office shall only have half-day transaction on Thursday, December 17 and no transaction for the whole day on Friday, December 18.

Regular transaction shall resume on Monday, December 21, 2015.

Widest dissemination of this Memorandum is highly encouraged.