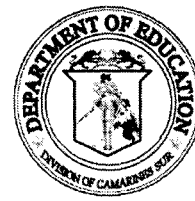




Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM no. 312 s. 2016

TO : ALL CONCERNED DIVISION OFFICE PERSONNEL

FROM : ARNULFO M. BALANE, CESO V
Schools Division Superintendent

DATE : December 6, 2016

RE : POSTPONEMENT OF WELLNESS LAUNCHING

This is to inform all concerned Division Office personnel that due to the CASTEMUPCO Convention this Friday, December 9, 2016 and the Division MANCOM (Elem.) by next Friday, December 16, 2016, the launching of the Division Office ‘Wellness Exercise’ will instead be conducted on January 6, 2017 at the Division Conference Hall.

To prepare and memorize the steps for the launching of the wellness exercise, each unit shall provide the IT Section with a USB for a copy of this new wellness exercise. The following selected personnel shall lead or may assign somebody in their unit;

1. Farah S. Bolalin and Jeric G. Berdol – BAC
2. Jonalyn Argoso and Ariel Dato – Property/Supply
3. Eufrosinia I. Lagdaan-Records
4. Marilyn S. Gomez, Sherry Peñas, Mave Gutierrez-SGOD
5. Pearlle O. Pineda-Cashier
6. Helen Espinas, Eden Macandog, Evelyn Almoite-Personnel
7. Elmer V. Tena, Maribel Gonowon and Catherine Calape-Budget
8. Gerlie V. Cañas-Accounting
9. Jo Doroin and Eva Barcia-Planning
10. Ms. Imelda Nardo – CID
11. Dr. Rowena Abrera and Dr. Israel Parra-Medical & Dental Unit
12. Atty. Doms Silerio-Legal
13. Peter Pelonio and Mildred Prades-ALS
14. Gemma Mirandilla-Library Hub

15. Rene and Lani-SDS
16. Rachelle and Gemma-ASDS
17. Ms. Zenaida Mariquit-COA
18. Mr. Julio Trasona-PSU
19. Mr. Felipe Nebrea-IT

In compliance with the CSC mandate, Office transactions starting Friday, December 9, 2016 shall still be suspended at 4:30 pm for the flag retreat.

For the information and compliance of all concerned.