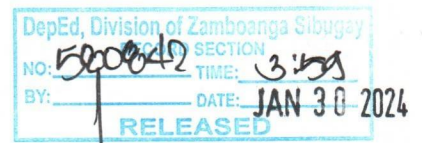




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



30 January 2024

OFFICE MEMORANDUM

NO. 006 S, 2024

**CONSTITUTING THE SECRETARIAT FOR CUSTOMER SATISFACTION  
MEASUREMENT SURVEY (CSMS)**

To: Chiefs of Divisions/ Section Heads  
All Others Concerned

1. This office hereby constitutes the composition of the Secretariats for Customer Satisfaction Measurement Survey, to wit:

Chairman: JESUS L. DAPAT  
Administrative Assistant III

Members: EVELYN A. ALARO  
Administrative Assistant III

RADZME H. LINDET  
Administrative Assistant III

2. The Secretariat shall perform the following:
  - 2.1 Collect from all offices survey boxes the duly accomplished survey forms, and property to verify justification for disposal.
  - 2.2 Consolidate and submit to M and E Incharged (Mr. Lloyd Rodriguez) the survey forms for analysis.
  - 2.3 Consolidate reports from the field and submit the same to the M/E Incharge.
  - 2.4 Ensure complete submission of Result of Survey to the Regional Office on or before the 5<sup>th</sup> day of the month.
3. This Memorandum takes effect immediately.
4. Let copies of this memorandum be furnished all Division/Units & Section Heads of this Office.

**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent

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GRJ20240130



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