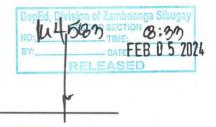


## Republic of the Philippines

## Department of Education REGION IX

SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



2 February 2024

**OFFICE MEMORANDUM** 

NO. 609, s. 2024

## PERSONNEL PRODUCTIVITY DAILY TASK AND OUTPUT SURVEY

To

Division Office Personnel

This Division

- 1. In our pursuit of continuous improvement and workplace efficiency, we are initiating a Personnel Productivity Daily Task and Output Survey through this link https://forms.office.com/r/sENAtr4rtc.
- 2. This survey aims to gather insights into our daily tasks, identify potential bottlenecks, and assess overall productivity.
- 3. The survey must be completed on or before **February 9, 2024**. Your cooperation in completing the survey is vital for the success of this initiative.
- 4. Immediate dissemination of this Memorandum is desired.

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

Encl: As Stated

Reference:

NONE

To be indicated in the Perpetual Index under the following subjects:

ZS-OM-OSDS-PER-2024-02-005-0 RRAR20240202