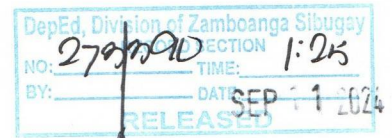




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



OFFICE MEMORANDUM

No. 045 s. 2024

TO : All SECURITY OFFICERS,
SUPPLY STAFF,
ALL OTHERS CONCERNED,
THIS OFFICE

SUBJECT : STRICT ENFORCEMENT ON THE POLICY “NO ENTRY OF
UNAUTHORIZED PERSONNEL / VEHICLE DURING SATURDAYS,
SUNDAYS, AND HOLIDAYS”

DATE : SEPTEMBER 9, 2024

Effective immediately, you are hereby directed not to allow entry of unauthorized personnel / vehicle during Saturdays, Sundays, and Holidays to ensure safety and security of all properties within the Division Office premises.

Reports reached this Office that there were items delivered by the suppliers that were found missing during the weekends and were not recovered.

All officials and employees whose services are deemed necessary during the weekends should be subject for inspection including their vehicles upon entry and exit especially during weekends.

The supply staff are reminded to secure all delivered items in the storeroom and should not allow exposure of the same within the office premises.

For strict compliance.


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



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