



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City




March 6, 2019

DIVISION MEMORANDUM
No. 140, s. 2019

REMINDERS TO ALL PERSONNEL, TEACHING AND NON-TEACHING

TO: Assistant Superintendents
Chiefs, CID and SGOD
Public School District Supervisors
School Heads

1. It has reached this Office that during school/office hours, there are family members, guests and visitors of certain personnel who seemed to stay longer in the school or office (whichever is applicable) that distracts the work performance of the concerned personnel, sometimes leading to the point of disrupting the classes and/or work of the employee concerned and affecting his/her colleagues.
2. In this regard, all personnel, teaching and non-teaching, are reminded to refrain from entertaining family members, guests and other visitors while in the performance of service and within the school/office hours. Should there really be a need to do so, ensure that it will not hamper your work and it will not take much of your time.
3. Immediate dissemination and strict compliance of this memorandum is directed.


RHEA MARIA, ANGTUD, Ed. D. CESO VI
Schools Division Superintendent 