



Code	SDO-CV-OSDS - 015	Revision	0	Effectivity	April 4, 2019
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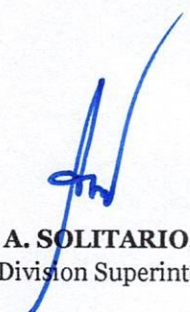
April 17, 2019

**OFFICE MEMORANDUM**



**To:** All SDO Personnel  
 This Division

1. All SDO personnel are hereby advised to render regular working hours (8:00am-5:00pm) during the conduct of the Stage 1 ISO Audit on April 17, 2019.
2. However, in pursuance to Memorandum Circular No. 60 released by Malacañang announcing a half-day work suspension nationwide, a one day compensatory time-off (COC) can be availed by the SDO employees.
3. For information and guidance.

  
**REYNANTE A. SOLITARIO, EDD.**  
 OIC, Schools Division Superintendent

*Incl.: As Stated.*  
 OSDS2