



DIVISION MEMORANDUM

No. 16 s. 2016

DEPED-NUEVA ECIJA
RELEASED
JAN 19 2016

RECORDS SECTION

MEETING / REORIENTATION OF LIAISON OFFICERS

**TO: Public School District Supervisors
Secondary School Principals
District Liaison Officers
Secondary School Liaison Officers**

FR: RONALDO A. POZON, Ph.D., CESO V

Due to the intense need of enhancing the documents prepared pertaining to personnel action, this is to announce the conduct of meeting / re-orientation of liaison officers in both elementary and secondary levels to be held at the Division Conference Room on January 22, 2016 at 1:00 P.M.

The said meeting aims to:

- a. update the liaison officers on the enhanced procedures in the processing of documents regarding personnel action;
- b. update them on the enhanced format and other attachments required; and
- c. reestablish a formal organization for liaison officers which will regularly meet at an agreed day and time.

Immediate and wide dissemination of this memorandum is desired.

RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent



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GREATER HEIGHTS
In God be the glory