



November 7, 2019

DIVISION MEMORANDUM
No. 342 s. 2019



**2019 GENERAL ASSEMBLY OF SCHOOLS DIVISION OFFICE (SDO)
NON-TEACHING EMPLOYEES ASSOCIATION (SNEA)**

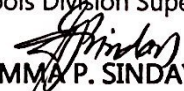
**TO : Assistant Schools Division Superintendent (ASDS)
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division**

1. In strict adherence to Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) relative to Human Resource Merit Promotion and Selection Board (HRMPSB) regular membership Level I category, all SDO non-teaching human resource is hereby requested to attend the general assembly for the election of the new set of officers for the foregoing association.
2. Please be guided of the details, to wit:

| | | |
|-------|---|---|
| Date | : | Friday, November 8, 2019 |
| Time | : | Three o'clock in the afternoon (3:00 p.m.) |
| Venue | : | 3 rd Floor, Functional Hall of the SDO |
3. For your information;
4. Wide and immediate dissemination of this memorandum is highly desired.

KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

By Authority of the Surigao City SDO
Schools Division Superintendent:


GEMMA P. SINDAY, LLB, EdD
Administrative Officer V
Officer-in-Charge

Office of the Schools Division Superintendent

Enclosure : 1 (as stated)
Reference/s : CSC and DBM JC No. 2, s. 2004
Allotment : 3 and 4

To be indicated in the perpetual index:

Human Resource Management

Non-Teaching

Employees' Association

HRMPSB Membership

KLG/jcc
11/07/19