



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu City

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**Office of the Schools Division Superintendent**

INTER-OFFICE MEMORANDUM

OSDS-IM-2022- 17

TO : **Assistant Schools Division Superintendent**  
**Functional Chiefs**  
**Division Section Heads**  
**All Other Concerned**

FROM : **Dr. Rhea Mar A. Angtud, EdD**  
Schools Division Superintendent

SUBJECT : **REMINDERS ON GENERAL SERVICES PERSONNEL FUNCTIONS**  
**WITHIN THE DIVISION OFFICE**

DATE : November 22, 2022

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1. For information and guidance of all concerned, General Services Personnel are only to conduct their Duties and Responsibilities as stipulated in the contract of service.
2. General Services Personnel are not allowed to be used for personal errands and other non-function stated in their contract.
3. All division personnel who wishes to use the services of the General Services Personnel outside the Division Office will have to ask permission from the Administrative Office and duly approved by the Schools Division Superintendent.
4. For immediate dissemination and strict compliance.

RMAA/TA/aipa



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