



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

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

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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