




DIVISION MEMORANDUM

No. 349 S. 2019

TO: All Division Office Personnel

FROM:   
**MARILOU B. DEDUMO, Ph.D., CESO V**  
 Schools Division Superintendent

SUBJECT: **STRICT IMPLEMENTATION OF THE WEARING OF COMPLETE UNIFORM FROM MONDAY-THURSDAY BY ALL DIVISION OFFICE PERSONNEL**

DATE: August 8, 2019

1. The wearing of complete uniform of all employees in the Division Office is a must.
2. Effective immediately, all Chiefs of Functional Division and Chiefs of Sections are directed to check strict wearing of complete uniform in their respective offices.
3. Corrective actions shall be imposed immediately for those non-conformant employees. These shall be reported to the Internal Audit Committee for record and appropriate action purposes.
4. For your guidance and compliance.

*cid/c.casa*

References: \_\_\_\_\_

To be indicated in the Perpetual Index  
 under the following subjects

STRICT IMPLEMENTATION

WEARING OF COMPLETE  
 OFFICE UNIFORM

POLICY