




Division Memorandum
No. 254 s. 2019

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

TO: Concerned Division Office Personnel
This Division

SUBJECT: **THE BOOKING OF USE OF VEHICLE**

DATE: August 8, 2019

-
1. In connection with the use of vehicle of all division personnel, the booking will strictly be done at the Office of the Administrative Officer. The vehicle shall be parked at the office during weekend with the key turned over to the Administrative Officer. The driver will do the cleaning at the parking area and at the back of the office when not on official duty.

osds/crabajales

References: ISO: 9001:2015

To be indicated in the Perpetual Index
Under the following subjects

ADMINISTRATIVE SERVICES

ISO

STANDARDS