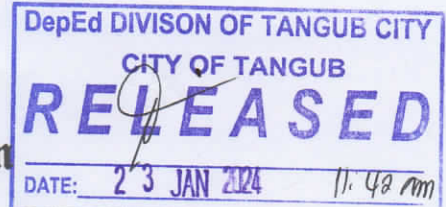




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



January 19, 2024

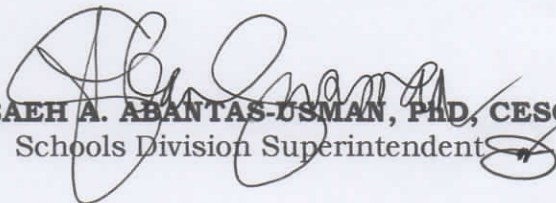
**DIVISION MEMORANDUM**

No. 96, s. 2024

**UPDATING OF ORGANIZATIONAL STRUCTURES, BULLETIN BOARDS AND DIRECTORIES IN SCHOOLS**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District In-Charge  
Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. To provide a comprehensive guide and clearly define the roles and functions of the teaching and non-teaching personnel in schools, this Office directs the updating of organizational structures, bulletin boards and directories in all schools. Likewise, all unnecessary tarpaulins must be removed.
2. Immediate compliance and dissemination of this Memorandum is hereby desired.

  
**SHAMBAEH A. ABANTAS-OSMAN, PhD, CESO VI**  
Schools Division Superintendent

SAAU/SGOD/bjc/01-19-2024



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988