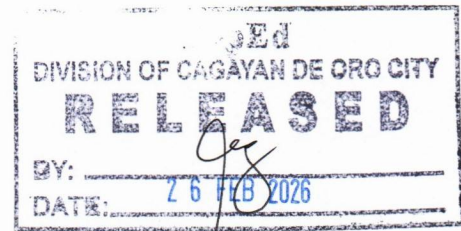




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 FEB 2026

OFFICE MEMORANDUM

No. 17 s. 2026

To: DANNY P. QUILATAN, JR.
Teacher I, Pedro "Oloy" N. Roa Sr. High School

SERVICES IN THE COMPLETION OF THE DIVISION BROCHURE

1. In the exigency of service, you are hereby directed to assist in the crafting and completion of the official Division Brochure, particularly in the areas of layout, design, and technical enhancement, **effective immediately** until the completion of the said output.
2. The assistance to be rendered shall be undertaken in close coordination with the Division Information Officer Designate, Ms. Loredelle L. Tacandong, to ensure accuracy of content, alignment with Division standards, and timely completion of the material.
3. Further, the assistance provided shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 titled *Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith*, ensuring that your teaching load and regular classroom functions remain unaffected.
3. Immediate compliance to this Memorandum is hereby directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DIVISION INFORMATION

OM002-SGOD-YF-LLT/ services in the completion of the division brochure
February 24, 2026