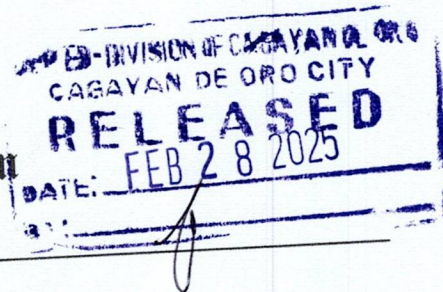




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

28 Feb 2025

OFFICE MEMORANDUM
No. 29 s.2025

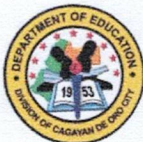
TO: All Division Personnel
School Heads
Concerned Teachers
Utility Staff

OFFICE TRANSFORMATION WITH MINIMALIST YET ELEGANT INTERIOR DESIGN

1. In line with our commitment to creating a more efficient and inspiring workspace, all division personnel and utility staff are hereby requested to report to the Division Office on **March 1-2, 2025, from 7:30 AM to 4:30 PM** to participate in the transformation of their respective offices using a **minimalist yet elegant interior design** approach.
2. This initiative aims to enhance our work environment by incorporating simplicity, functionality, and aesthetics that reflect our **best practices and core values**.
3. All staff members are encouraged to collaborate and bring creative ideas to redesign their spaces while maintaining an organized, sophisticated, and professional atmosphere.
4. Your cooperation and active participation in this activity are highly appreciated. Let us work together to create an office space that fosters productivity, innovation, and a refined working environment.
5. To recognize the efforts of those who will render their services during this activity, **Compensatory Time Off (CTO), Overtime Pay, or Service Credits** will be granted accordingly, following the existing policies and guidelines.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
7. This office directs the immediate and wide dissemination of this memorandum for the information and guidance of all concerned.

ROY ANGELO E. GAZO

Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index under the following subjects:

REGIONAL MANCOM

QMS

OM-002-SGOD-IM-ABC / OFFICE TRANSFORMATION WITH MINIMALIST YET ELEGANT INTERIOR
DESIGN

February 28, 2025



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