



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City
Nueva Ecija Street, Misamis St., Bago Bantay, Quezon City



September 15, 2010

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division Officials and Personnel
Division Office Security Personnel
All concerned

**PROHIBITION FROM STAYING IN THE DIVISION OFFICE PREMISES BEYOND
OFFICE HOURS AND DURING SATURDAYS, SUNDAYS AND HOLIDAYS**

This Office reiterates the Division Unnumbered Memorandum dated March 03, 2008, re: "**Prohibition from Staying in the Division Office Premises Beyond Office Hours and During Saturdays, Sundays and Holidays**", contents of which are stated therein, for the information and guidance of all concerned.

Personnel who are authorized to render overtime work may stay until **7:00 pm** on week days and until **5:00pm** on Saturdays.

This will enhance our energy conservation measures and heighten our security services.

For strict compliance.

CORAZON C. RUBIO, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge

MMM/JENNY