



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF LANA O DEL NORTE**  
Gov. A. Quilbranza Prov'l. Gov't. Compound  
Pigcarangan, Tubod Lanao del Norte  
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**DIVISION MEMORANDUM**

No. 91, s.2020

TO : All Public School Administrators  
All ADAS/ADA (Designated Liaison Officers)  
All Other Concerned  
This Division

FROM : *for: [Signature]*  
EDILBERTO L. OPLENARIA, CESO V  
Schools Division Superintendent *02/13/2020*

RE : Adjustment of Schedule in Submission of Reports from Field Offices

DATE : February 13, 2020

Pursuant to the Division Memorandum No. 69, s.2020 dated February 11, 2020 entitled "Revitalization of Fit and Fab Program" based on Civil Service Commission (CSC) Memorandum Circular No. 8, s.2011 dated March 07, 2011, all field offices and designated liaison officers are hereby informed of the adjusted time schedule in the submission of reports to the Division Office.

1. Application of Leave (Sick Leave, Vacation Leave, Force Leave, Privilege Leave, Personal Leave, Maternity Leave), any day of the week.
2. Acceptance of submitted reports every Friday shall only be up to 3:00 o'clock in the afternoon.
3. Only the authorized liaison officers are allowed to transact official business in the Division Office.

Any other concern that needs immediate action of this Office are hereby considered as an exemption to these guidelines.

For information and strict compliance.

#GO100



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## DIVISION MEMORANDUM

No. 69, 2020

TO : ALL DIVISION OFFICE PERSONNEL  
SCHOOL HEALTH & NUTRITION SECTION PERSONNEL  
All Concerned

FROM : *for: [signature]*  
EDILBERTO L. OPLENARIA, CESO V  
Schools Division Superintendent

SUBJECT : REVITALIZATION OF FIT AND FAB PROGRAM

DATE : FEBRUARY 11, 2020

1. The Division of Lanao del Norte revitalizes the implementation of Fit and Fab Program, in adherence to **Civil Service Commission (CSC) Memorandum Circular No. 8, s.2011** dated March 7, 2011 which reiterates the Physical Fitness Program as an integral part of the National Physical Fitness and Sports Development Program for government personnel.
2. In line with this, all Division Office Personnel are directed to participate on any of the following physical activities **every Friday**, effective February 14, 2020 at **3:30-5:00 PM**:
  - a. dance (zumba) exercise
  - b. use of physical fitness equipment
  - c. featured sport activity of the week (volleyball, badminton, etc.)
3. Logbooks for attendance shall be provided in order to track the participation of each personnel. And in relation to this activity, everyone is encouraged to bring extra sports attire.
4. Immediate dissemination and compliance of this memorandum is enjoined.

