Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

**LILO-AN NATIONAL HIGH SCHOOL**

Poblacion, Lilo-an, Cebu 6002

June 7, 2017

**SCHOOL MEMORANDUM**

**No. 03, s. 2017**

**DESIGNATION OF SCHOOL UNIFORM CHECKER for TEACHERS**

**TO**: RACHEL M. LACIO

1. This Office hereby informs you of your Ancillary Service as you are designated as SCHOOL UNIFORM CHECKER for TEACHERS.
	1. RACHEL M. LACIO
2. Specific Task:

2.1 Record the reasons why he / she is not in uniform.

2.2 The inspection should be done from Monday to Thursday only.

2.3 The report must be done either daily or weekly.

1. This office will also consolidate these reports for the Monthly Report.
2. Immediate dissemination and compliance with this Memorandum is expected.

**CARMELITO M. LAURON, SR. CONFORM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Assistant School Principal II

DISTRIBUTION:

1 copy for Ms. Lacio

1 copy for the Faculty Club

1 copy for the Bulletin Board

1 copy on file