DIVISION MEMORANDUM
No. 001, s. 2016

TO: Mr. Patriotiso Peñas
Public Schools District Supervisor
Digos Oriental District

Datu Roger A. Manapol
Principal IV/Digos City National high School

ATTENTION: Mr. Felipe Degamo
Master Teacher-1/School Head
Digos City National High School – Aplaya Annex

Mr. Rexie Pancho
Teacher/Digos City National High School

Mrs. Iris P. Ubungen
Teacher/Digos City National High School

Mrs. Merilyn T. Salboro
Principal-1/Dawis Elementary School

Mrs. Emily Igcalinos
Teacher/Ramon Magsaysay Elementary School

Miss Irene Torrevillas
Teacher 1/Badiang Elementary School

FROM: DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT: Planning Conference

DATE : January 4, 2016

1. Relative to the conduct of the Division Values Education Seminar on January 15-16, 2016, you are hereby directed to attend the Planning Conference on January 5, 2016 at 3:00 o’clock in the afternoon at the Division Conference Room.

2. A “NO DISRUPTION OF CLASSES POLICY” shall be observed.

3. Travel expenses of the participants shall be charged against school MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is desired.

For and in the absence of:

DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

EMMANUEL P. HUGO
Chief- School Governance and Operations Division
Officer-in-Charge