DIVISION MEMORANDUM NO. 396 s. 2016

TO : Public Schools District Supervisors
     Concerned Principals

FROM : DEE D. SILVA, DPA, CESO VI
       Schools Division Superintendent

SUBJECT : Pre-departure and Division Training-Workshop Planning Conference

DATE : July 20, 2016

1.) You are hereby advised to send the following teachers for a Pre-departure and Division Training-workshop Planning Conference on July 25, 2016, 3:00 P.M. at the Division Office Conference Room (New Building), to wit:

   Senior High School - Mrs. Gina Nazareno - Digos City Senior High School
   Secondary School - Mr. Ramon Gravino, Jr. - Digos City NHS
                      - Mrs. Marichu Balagtas - Digos City NHS
   Elementary       - Ms. Hilda Palmero - Matti ES
                      - Mrs. Merilyn Galo - Ramon Magsaysay CES
                      - Mrs. Merilyn Galo - Digos Oriental District
                      - Mrs. Hazel de Leon - Digos City CES
                      - Ms. Sheila Marie Yncierto - Isaac Ablayan ES
                      - Ms. Sheila Marie Yncierto - Digos Occidental District
                      - Ms. Sheila Marie Yncierto - Digos Oriental District

2.) Please ensure that the classes of the teacher-participants are taken care of.

3.) Travel and incidental expenses of the participants shall be chargeable against Local Funds subject to the usual accounting and auditing rules and regulations.

4.) For immediate dissemination and compliance.

[Signature]

Date: 21 2016
Time: 1:05
By: [Signature]