Division Memorandum
No. 114_series 2017

TO: Mr. Emmanuel P. Hugo
    Chief, SGOD
    Datu Roger A. Manapol
    Secondary School Principal IV
    Mr. Francis Jude D. Alcomendras
    Administrative Officer V
    This Division
    Mr. Felipe E. Degamo Jr.
    Teacher-In-Charge
    DiCNHS Aplaya Extension Classes
    Mr. Ronald Gualberto
    Teacher 1
    DiCNHS Aplaya Extension Classes

1. You are directed to attend a conference at the Division Office today February 20, 2017, 2:00 p.m.
2. This Conference is called for to address some issues and concerns with reference to the letter of Datu Roger A. Manapol dated February 16, 2017.
3. Travel expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. For compliance.

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

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16 February 2017

Dee D Silva DPA CESO VI
Schools Division Superintendent
Digos City Division

Madam

I would like to request for a conference with Mr. Felipe Degamo, Jr. and Mr. Ronald Gualberto before your presence in your office on Monday, February 20, 2017, 2:00 PM. This is to clarify issues and conflicts thereby affecting the school. We would like to settle this matter the soonest possible time.

Thank you very much for the positive response.

Sincerely yours,

Datu Roger A Manapel MAEM
Secondary School Principal IV