Division Memorandum No. 436, s. 2017

TO

EVANGELINE HERNAN
Education Program Supervisor - SGOD

IDA JUEZAN
Public Schools District Supervisor

ANAMERTHL RREGALA
Senior Education Program Specialist - SOCMOB

RONALD DEDACE
Senior Education Program Specialist – HRDD

CECILE UY
Education Program Specialist II

FROM

BEVERLY S. DAUGDAUG, EdD
Chief, Curriculum Implementation Division
Office In-Charge

SUBJECT

Committee In-Charge for the Installation of the New SDS

DATE

July 7, 2017

1. In connection with the coming of the new Schools Division Superintendent (SDS), you are hereby requested to form yourselves into committee, chaired by Mrs. Hernan, who will take charge of the following:

   a) Facilitating the preparation of PR for the conduct of MANCOM where part of it shall be for the installation for the new SDS;
   b) Designing/Preparation of Tarpaulin;
   c) Coordinating with the BAC for the catering services;
   d) Preparing the whole venue for the MANCOM and Installation;
   e) Preparation/Sending out of Memorandum;
   f) Preparation/Organizing parts or sequence of the Program;
   g) Doing other related task/s.

2. For compliance.