DIVISION MEMORANDUM
No. 221, s. 2019

FINAL SCHEDULE OF THE CONCEPTUALIZATION AND MAKING OF ADVOCACY MATERIALS FOR ROXI LRMDC SERVICES AND REQUIREMENTS

To: Chief, Curriculum Implementation Division

Attention: Myleen C. Robiños
Project Development Officer II

1. In pursuance to an Unnumbered Regional Memorandum dated March 5, 2019, re: “Final Schedule of the Conceptualization and Making of Advocacy Materials for ROXI LRMDC Services and Requirements”, Mrs. Robiños is hereby directed to attend in said activity on March 18-20, 2019 at the Regional LRMDC Office, F. Torres St., Davao City.

2. Food (snacks, lunch and dinner) of the participants shall be charged against ROP Funds, while travelling and other expenses shall be charged against the local funds, all subject to the usual accounting and auditing rules and regulations.

3. For compliance.

WINNIE E. BATOON, Ed. D.
Officer-in-Charge
Office of the Schools Division Superintendent
MEMORANDUM

To

Schools Division Superintendents
Divisions of Digos City, Davao del Norte, Tagum City

Subject

FINAL SCHEDULE OF THE CONCEPTUALIZATION AND MAKING OF ADVOCACY MATERIALS FOR ROXI LRMDC SERVICES AND REQUIREMENTS

Date

March 5, 2019

In compliance with the standards of Quality Management System on Requirements for Products and Services - Customer Communication, the Curriculum and Learning Management Division (CLMD) through the Learning Resource Management and Development Center (LRMDC) will conduct the final conceptualization and making of Advocacy Materials for Regional Office XI LRMDC Services and Requirements on March 18-20, 2019 at the LRMDC, F. Torres St., Davao City.

To expedite the said activity, this Office hereby advises the following employees to assist the LRMDC Staff, to wit:

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Schools Division Office</th>
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</thead>
<tbody>
<tr>
<td>Myleen C. Robinas</td>
<td>PDO II</td>
<td>Digos City</td>
</tr>
<tr>
<td>Neil Edward Diaz</td>
<td>PDO II</td>
<td>Davao del Norte</td>
</tr>
<tr>
<td>Jecson L. Oafallas</td>
<td>PDO II</td>
<td>Tagum City</td>
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Food of the participants shall be charged against ROP Funds, while travelling and other incidental expenses shall be charged against local funds, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum to the concerned is desired.

[Signature]

APTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Empowerment  Adaptable  Goal-oriented  Leadership  Excellence

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