DIVISION MEMORANDUM
No. 379, s. 2019

SPECIAL TASKS ON THE REGIONAL ASSEMBLY OF EDUCATION LEADERS

TO: BEVERLY S. DAUGDAUG, EdD
    Chief- Curriculum Implementation Division

SOLLIE B. OLIVER, LLB, MATE
    Chief- SGOD

RAQUEL L. CEDEÑO, EdD
    Principal II
    Senior High School in Digos City

Attention: EVANGELINE A. HERNAN
    Education Program Supervisor- SGOD

IDA I. JUEZAN, EdD
    Public Schools District Supervisor

ELESER D. MATEO
    Education Program Supervisor- SMM&E

STEPHEN R. PASCUAL
    Information Technology Officer

TITO M. ENDRINA, EdD
    Education Program Supervisor

LEILANI T. SEÑIRES, PhD
    MT-II; SHSDC

CLAIRE MARRIZ N. MORAL
    ADAS III

JAKE LLOYD VENCIO
    ADAS III

1. In line with your attendance to the Second Regional Assembly of Education Leaders on May 27-29, 2019 at SMX, Lanang, Davao City, you are hereby assigned to do other tasks as follows:

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Tasks</th>
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</thead>
<tbody>
<tr>
<td>Evangeline A. Hernan, Idia J. Juezan, EdD, Eleser D. Mateo</td>
<td>Usher/Usherettes</td>
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<tr>
<td></td>
<td>• Assist Digos City participants to their assigned seats</td>
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<td>• Distribute the convention kits and shirts to Digos City participants through the Chiefs/Public Schools District Supervisors/Focal Persons</td>
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<td>• Release and retrieve daily attendance sheets to and from the Chiefs/ Public Schools District Supervisors/Focal Persons</td>
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<td>Tito M. Endrina, EdD, Leilani T. Señires, PhD</td>
<td>Press and Publication</td>
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<td>• Publish articles per instruction from the regional team</td>
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<td>• Serve as anchor/emcee in coordination with and per instruction from the regional team</td>
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<tr>
<td>Name</td>
<td>Position/Responsibilities</td>
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<tr>
<td>Stephen R. Pascual</td>
<td>Monitoring Team • Assist in the online monitoring and evaluation of participants per instructions from the regional team</td>
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<tr>
<td>Claire Marriz N. Moral</td>
<td>Secretariat/ Program Committee • Perform clerical tasks • Maintain and keep records</td>
</tr>
<tr>
<td>Jake Lloyd Vencio</td>
<td>• Prepare Financial Reports, liquidation of Cash Advances and other business activities which are financial in nature</td>
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</tbody>
</table>

2. You are further instructed to observe stipulations in the previous issuances as regards meals and travel charges as well as training attire relative to this event.

3. For information, guidance and compliance.

WINNIE E. BATOON, EdD  
Officer In-Charge  
Office of the Schools Division Superintendent

References: Regional Memorandum  
EAH: Special Tasks on the Regional Assembly of Education Leaders  
21 May 2019