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**SCHOOLS DIVISION OFFICE OF CATANDUANES**

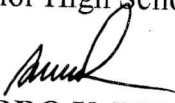
Virac, Catanduanes

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**DIVISION MEMORANDUM NO. 45 S. 2018**

TO : Public and Private Senior High School Heads  
Senior High School Focal Persons  
All Senior High School Teachers

FROM :   
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

SUBJECT : **FINAL PLANNING CONFERENCE FOR THE  
UPCOMING FIRST DIVISION SENIOR HIGH  
SCHOOL CONGRESS**

DATE : February 12, 2018

1. In connection with upcoming **First Division Senior High School Congress** you are hereby advised to attend the **Final Planning Conference** of Public and Private Senior High School Heads/Senior High School Focal Persons and all Senior High School Teachers on **February 19, 2018 1:00 PM at SDO Conference Hall A.**
2. Transportation and other incidental expenses of participants to the final planning conference shall be charged against school MOOE subject to the usual auditing rules and regulations.
3. For information and compliance.