



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



28 NOVEMBER 2023


DIVISION MEMORANDUM
OSDS-OSDS No. 505 s. 2023 MCCT

**PLANNING CONFERENCE REGARDING THE CONDUCT OF DEPED NEU DIVISION
CONGRESS 2023**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Administrative Officers in Schools and the SDO
SDO Personnel (Regular Permanent Employees)
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. As the DepEd NEU-Catanduanes Chapter Division Congress draws near on December 6, 2023, this office would like to formally request the presence of the officers and members of the technical working groups for the Pre-Planning conference. This event is scheduled for **November 30, 2023, at 1:00 p.m. and will be held at the Curriculum Implementation Division (CID) office.**
2. The primary objective of the planning conference is to give updates on the progress of the preparations made by the different committees. Additionally, it aims to provide possible adjustments to the implementation plan if there were plans that were not carried out. Furthermore, committee chairs are expected to present their accomplished implementation plan using the template attached.
3. We would like to remind everyone that travel and other expenses shall be charged from the school MOOE/local funds subject to availability of funds and usual accounting and auditing rules and regulations.
4. For your reference, we have attached the list of expected participants during the meeting and the Implementation Plan template.
5. For information, guidance, and compliance of all concerned.

By Authority of the Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure A: List of Officers:

President: Ma. Cielo C. Tubale
Vice President: Romel G. Petajen
Secretary: Aroline T. Borja
Treasurer: Amylou B. Celso
Auditor: Virgilio J. Molina Jr.
Project Officers: Ma. Rita SR. Tablate
Jonnel A. Sarmiento
Public Information Officer: Saul G. Alejandro III
Designated Asst. Secretaries: Jennifer B. Metica
John Bryan C. Laguda
Advisers: Amelia B. Cabrera
Jezrahel T. Omadto
Mercy T. Tejerero

Consultant:
Ma. Luisa T. Dela Rosa
Assistant Schools Division Superintendent

1. Committee on Stage Decoration

- Jonnel A. Sarmiento- BRDHS
- Jerald Sabayle- Panganiban NHS
- Aldrin Sarmiento- San Miguel RDHS
- Richelle Alpapara- Agban NHS
- Shene Tabo- Bugao NHS
- Grace Mendez-LIVNHS
- Jake Tomagan- PSAT
- Nerie Panti- CSF
- Maricris Sarmiento-Codon NHS
- Kristine Vargas- Mayngaway NHS
- Abigail Sarmiento- Panganiban NHS
- Alona Custodio- Bato RDHS



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure B: Implementation Plan Template

Objectives	Activities	Timeline	Deliverables/ Verifications	Persons In charge	Remarks

Prepared by:

Committee Chair