



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes




January 10, 2015

MEMORANDUM

To:

OIC-Chiefs of Curriculum Implementation Division and
School Governance Operations Division
Education Program Supervisors
Division coordinators
Section Heads Concerned

From:


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

Subject:

**Division Workshop on the Preparation of the 2014 Annual
Accomplishment Report**

1. In line with the preparation of the 2014 Annual Accomplishment Report of this Division, a one-day workshop will be conducted on January 16, 2015 at the Division Office Conference Hall C.
2. By the end of the workshop, the participants will be able to:
 - a. prepare and make available all the necessary data as required in the preparation of the Annual Report;
 - b. develop the narratives in each part of the report by MFO; and
 - c. finalize the Annual Report
3. List of participants to this workshop is found in the Inclosure No. 1 to this Memorandum. Participants are expected to bring with them the needed and relevant data related to their specific program and assignments.
4. Expenses for training materials, meals and other allowable expenses incident to the conduct of this workshop are chargeable against HRTD funds of the Division subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.

Inclosure No. 1

List of Participants to the Division Workshop on the Preparation of the 2014 Annual Report

ASDS Mariano DeGuzman
Dr. Josefa Zape
Miguel Ogalinola
Mary Jean Romero
Raquel Pahuyo
Eva Tolentino
Angelo Aguinalde
Rey Bonayon
Elizabeth Ifurung
Engr. Roger Matienzo
Marichelle Llave

Amelia Cabrera
Lydia Abundo
Jezrael Omadto
Gina Custodio
Dr. Gina Pantino
Rosa Tusi
Erlinda Borbe
Sarah Chiong
Efren Gurrobat
Cynthia Soneja
Nelson Sicio