

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date DEC 11 2018

Time 3:10 PM

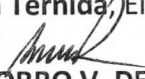


Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

TO : **Amelia Cabrera**, Mess Manager
Roderick Matienzo, Head Chef 2019 Palarong Bicol
Marites Tojon, Asst. Chef 2019 Palarong Bicol
Marilyn Miranda, Dish Washer In-charge
Jobelle Alintana, Dish washer In-charge
Lizel R. Aquino, Checking/Stocking In-charge
John Mark Bagadiong, Beverage/drink Manager
Raquel Bordeos, Service Waiter
Marilyn Barera, Mess Hall In-charge
Marilou T. Cabrera, Tailoring incharge
John Ternida, EIM Incharge

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

Subject: **Preparation of Detailed Budget Proposal for the Food Preparation and Services for 2019 Palarong Bicol**

Date : December 11, 2018

1. In preparation for the submission and presentation of the Detailed Budget for 2019 Palarong Bicol a meeting will be conducted on **December 12, 2018 at 1:00 PM** at the **SGOD Office**. The following agenda will be discussed.
 - 1.1 Preparation of the Detailed budget proposal for the Food Preparation and services for 2019 Palarong Bicol
 - 1.2 Terms of Reference of the members of the Team
 - 1.3 Others
2. Travel expenses relative to this activity shall be charged to school MOOE subject to COA rules and regulations.
3. For information and compliance.