



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



September 16, 2013

**MEMORANDUM**

TO: **Secondary School Heads**  
**SMTAC Officers**  
**Secondary Mathematics Enhancement Trainers**

**RELEASED**

DepEd-Division Office of Catanduanes

RECORDS SECTION

SEP 17 2013

Date

*[Signature]*

Please be informed of the Planning Meeting of the Secondary Mathematics Teachers Association of Catanduanes Officers on **September 21, 2013** at 1:00 in the afternoon at the Division Office Terrace. Approved request of the association is hereto attached for your perusal.

Simultaneously, the Secondary Mathematics enhancement training implementation assessment for quarter one will be conducted on the same venue to be attended by all Zonal Trainers and Supervising School Heads.

A service credit will be given to attendees considering that the activity falls on a Saturday.

For information and compliance.

*[Signature]*

**JOSE L. DONCILLO, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge

---

**SMTAC**  
SY 2012-2014

**PRESIDENT**

*Dante T. Aldea*

**VICE-PRESIDENT**

*Ronnie T. Tolledo*

**SECRETARY**

*Angeles R. Sarmiento*

**TREASURER**

*Nony B. Tindugan*

**AUDITOR**

*Ruben J. Santolices*

**MMO**

*Myrna T. Santolices*

**BUSINESS MANAGERS**

*Nicanor T. Buendia*

*Carlos M. Ibarrola*

**BOARD OF DIRECTORS**

*Thelma G. Gonzales*

*Jocelyn T. Tugano*

*Nino O. Gasarena*

*Jocelyn A. Evangelista*

*Riza B. Benavidez*

*Marilyn C. Biscara*

*Sherwin R. Tolodana*

*Marlon D. Santolices*

*Jocelyn C. Reyes*

*Lita P. Asanga*

*Nenia R. Torio*

**ADVISER**

*Rommel G. Petajen*  
EPS - 1 Sec. Math

---



Republic of the Philippines  
Department of Education  
Region V-Bicol  
**DIVISION OF CATANDUANES**  
Virac



September 16, 2013

**The Schools Division Superintendent**  
DepEd, Division of Catanduanes  
Virac, Catanduanes

Sir:

Greetings!

May I request from your office for the approval to the Officers of **Secondary Mathematics Teachers Association of Catanduanes (SMTAC)** to conduct meeting on September 21, 2013 at the Division Office Terrace with the following agenda to wit:

- a. Registration of SMTAC to the SEC
- b. Festival of Talents
- c. Project of SMTAC
- d. Math Educators Forum
- e. Division Math Club Officers' induction and leadership seminar

Furthermore, may we request that this meeting would earn one (1) day service credit to the SMTAC Officers who will attend to the said meeting.

Hope much that this request would be extended possible approval.

Thank you and more power.

Very truly yours,

**DANTE T. ALDEA**  
SMTAC President

Noted:

*Rommel G. Petajen*  
**ROMEL G. PETAJEN**  
EPS - Secondary Mathematics

Recommending Approval:

*Mariano B. De Guzman*  
**MARIANO B. DE GUZMAN**  
Asst. Schools Division Superintendent

Approved:

*Jose L. Doncillo*  
**JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent