



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



July 21, 2015

**MEMORANDUM**

**TO : SDO CHIEFS**  
Education Program Supervisors- 1  
Public Schools District Supervisors  
SDO Administrative V ( Admin ) / Full-fledged Administrative Officers  
of Secondary Schools ( Admin )  
Elementary and Secondary School Heads

**FROM : NYMPHA D. GUEMO**  
Asst. Schools Division Superintendent  
Officer In- Charge

**SUBJECT : SEMINAR ON PREVENTION AND MITIGATION OF PREVENTION OF ADMINISTRATIVE CASE**

The OIC- Legal Officer, Designate of DepEd Regional Office V, will be conducting a Seminar on Prevention and Mitigation of Prevention of Administrative Case at DepEd, Division of Catanduanes, Conference Hall C on the following schedules and participants :

August 3, 2015 – PSDSs ( Zones 1 to 5 ), Faculty Presidents, Elementary and Secondary School Heads of Zone 2 , EPS- 1 & SDO Chiefs

August 4, 2015 – Full- fledged Adm Officers ( Zones 1 to 5) , Faculty Presidents, Elem & School Heads of Zone 1

August 5, 2015 - Faculty Presidents, Elem & Secondary School Heads of Zones 3 & 4

Travel expenses of the participants and the registration fee of Two Hundred Pesos ( P 200.00 ) for the 2 snacks and lunch are chargeable against school MOOE / local fund subject to the usual accounting and auditing rules and regulations. Participants from the Implementing Units/ Fiscal Autonomous schools shall pay the registration fee in cash to the cashier during the seminar for the issuance of receipt.

For information and guidance.

RELEASED  
Division of Catanduanes  
Records Section  
Date JUL 22 2015  
Time 4:40 PM  
By [Signature]