




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

UNNUMBERED MEMORANDUM

TO : Asst. Schools Division superintendent
Chief Education Supervisors
Administrative Officer IV
Unit/Section Heads
SDO Personnel

FROM : 
SUSAN S. COLLANO
Schools Division Superintendent

DATE : March 29, 2023

SUBJECT : **1ST DIVISION CONFERENCE WITH SDS SOCORRO V. DELA ROSA**

1. The 1st Division Conference with SDS Socorro V. Dela Rosa will be conducted on April 4, 2023 at 1:00 PM at the SDO lobby. The conference objectives are:
 - 1.1 Formal turnover of SDO's leadership.
 - 1.2 Update the new SDS of the current SDO's performance.
 - 1.3 Get to know the new SDS and the strategic priorities of her leadership.
2. Participants to this conference are the SDO Personnel.
3. Expenses related to this activity shall be charged to Division MOOE subject to the usual accounting rules and regulations.
4. For information and compliance.





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ACTIVITY PROPOSAL

Title of the Activity/Project First Division Conference with SDS Socorro V. Dela Rosa	Type <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special	Duration: • 1/2 day Schedule: • April 04, 2023
Goal/Objectives 1. Formal turnover of SDO's leadership. 2. Update the new SDS of the current SDO's performance. 3. Get to know the new SDS and the strategic priorities of her leadership.	Lead implementing Unit / Office OSDS, CID, SGOD	
Target Beneficiaries/Participants and Number: • 187 SDO Personnel	Partner Organization / Agencies: None	
Description/Components/Activities First Division Conference with the new SDS of the SDO. This activity is intended to formally turn over the leadership and accountability of the SDO to the new SDS. The objective of the activity are as follows: 1. Formal turnover of SDO's leadership. 2. Update the new SDS of the current SDO's performance. 3. Get to know the new SDS and the strategic priorities of her leadership.		





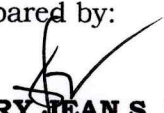
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Budget:		Source of Funds
Afternoon Snack		Division MOOE
187 pax * P200 * 1 day	37,400.00	
Total	37,400.00	


Terms and Conditions for the Supplier

- Free flowing coffee, free tarp and decoration

Prepared by:


MARY JEAN S. ROMERO
Chief, SGOD

Approved:


SUSAN S. COLLANO
Schools Division Superintendent



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