



Republic of the Philippines  
Department of Education

Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



**OFFICE MEMORANDUM:**  
OASDS-03-30-2023/AMBA

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

FROM : **SUSAN S. COLLANO**  
Schools Division Superintendent

DATE : March 30, 2023

SUBJECT : **END OF TERM CONFERENCE**

1. Please be informed that a conference shall be held on March 30, 2023 at 5:00 PM onward at Rakdell Inn, San Pedro, Virac, Catanduanes.
2. The objectives of the conference are:
  - 2.1 Preparation of Reports to be turned over to the new leadership.
  - 2.2 Inventory of Properties and Equipment
  - 2.3 Others
3. Participants to this conference are all SDO Officials and Personnel.
4. Expenses related to this activity shall be charged to Division MOOE subject to the usual accounting rules and regulation.
5. For information and strict compliance.

AMBA/OM - End of Term Conference  
0009/March 30, 2023



San Roque, Virac, Catanduanes  
052 - 8114063  
catanduanes@deped.gov.ph



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**WORKING COMMITTEES**

Program	ASDS Ma. Luisa T. Dela Rosa
Food and Venue	Ma. Cielo Tubale
Intermission Numbers	By Functional Division and other DEXECOM Members/Volunteers
Token	By Functional Division or those who may wish to give



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