



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

DepEd-Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY: *[Signature]* No: 305  
DATE: 15 APR 2024 TIME: 1:48

April 11, 2024

**MEMORANDUM TO:**

JOSE ANGELO D. AQUINO  
Master Teacher II  
J.M.A Puniton Elementary School

CHERIE V. PEREZ  
Administrative Officer IV (Records)

DAVE B. TANTIADO  
Administrative Aide I  
Pandan Central Elementary School

RONA MEL P. SUAISO  
Contract of Service

With reference to the Division Memorandum No. 197, s. 2024 dated April 4, 2024 titled, Orientation-Workshop on Basic Education Information System (BEIS) and National School Building Inventory (NSBI) SY 2023-2024 Uploading and Other System Update, you are hereby advised and authorized to attend the said activity on April 13, 15 and 16, 2024 at Queen Maricel Inn, San Isidro Village, Virac, Catanduanes to be a member of the Program Management Team (PMT).

Travel expense and other incidental expenses of the participants shall be charged from the school/division local funds/MOOE.

For information, guidance and compliance.

*[Signature]*  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent *[Signature]*