



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



UNNUMBERED MEMORANDUM
OSDS-CID-UM- 03/23/2023/jtt

TO : **JESSIE JAMES S. TANAEL, Teacher III**
JOHN MICHAEL P. SARTE
San Andres Vocational School

FROM : **SUSAN S. COLLANO, CESO V**
 Schools Division Superintendent

SUBJECT : **PARTICIPATION TO THE TRAINING - WORKSHOP ON THE PRODUCTION OF DOCUMENTARY VIDEOS AND LEARNING RESOURCE NEEDS ASSESSMENT**

DATE : **March 24, 2023**

1. You are advised to participate in the Training Workshop on the Production of Documentary Videos and Learning Resource Needs Assessment at Rhaj Inn, Gogon, Virac, Catanduanes on the following schedule :

Day 1 and 2 - March 24-25, 2023				
(Check - in March 24, 2023 7:30 a.m. Check - out March 26, 2023 7:30 a.m)				
First Meal -morning snacks of March 24, 2023; last meal breakfast of March 26, 2023				
No.	Name of Personnel	Position /Title	School/Office	Role
1	Jessie James S. Tanael	Teacher III	SAVS	Videographer
(Replacement for Melogay Alberto)				
Day 3, 4 and 5 - March 26-28, 2023				
(Check - in: March 25,2023, 5:00; Check - out: March 28, 2023 5:00 pm)				
First meal: dinner of March 25,2023; last meal : afternoon snacks of March 28,2023				
1.	Jessie James S. Tanael	Teacher III	SAVS	Videographer / Master Editor
(Replacement for Christine Phoebe C. Bien)				
2.	John Mihael P. Sarte	Teacher III	SAVS	Graphic Artist/Animator
(Replacement for Kristina T. Arcilla)				

2. Travel expenses shall be charged against School MOOE/Local funds while meals and accommodation shall be charged to HRTD Fund subject to usual accounting and auditing rules and regulations.

3. You shall be granted 1.5 service credits per day for Saturday and Sunday attendance per CSC and DBM Joint Circular No. 2 s. 2004.

4. For information, guidance, and compliance.

Encl.:

References:

To be indicated in the Perpetual Index

Under the following subjects:

jtt/ UM TRAINING -WORKSHOP ON THE PRODUCTION OF DOCUMENTARY VIDEOS AND LEARNING RESOURCE NEEDS ASSESSMENT/ March 23, 2023

