



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-SGOD -UM-07-25-2022/ATB

TO:

EUGENE BROJAN - Teacher III- Magnesia NHS
FATIMA CARLA D. CAJUDAY - Teacher III-SAVS
CYNTHIA T. CAMANO - Teacher III- Calatagan HS
JOSE ANGELO D. AQUINO - MT 1- Calabnigan ES
AIRYL SAMANTHA D. GERONA - Teacher I- Burgos ES

THRU : **THE SCHOOL HEAD**

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

SUBJECT : **PLANNING CONFERENCE OF TAEKWONDO TWG
IN PREPARATION FOR THE DIVISION PACKET
TOURNAMENT**

DATE : **July 25, 2022**

1. Please attend the planning conference of the Taekwondo Technical Working Group on **July 26, 2022, at 3:00 p.m. in the SDO lobby.**
2. The said planning conference shall be conducted to ensure that all logistics must be ready before the conduct of the division packet tournament on August 1-5, 2022.
3. As a member of the Tournament Management Committee, you are enjoined to perform the tasks assigned to you as committee chairman/member towards the success of the event.
4. Travel, meals, and accommodation shall be charged from the school Moee/Local funds/ or other sources subject to the usual accounting and auditing rules and regulations.



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5. Considering that the teachers are on vacation by this time (school break), teacher-participants are entitled to service credit for their services rendered following the provisions set in DepEd Order no.53 s. 2003 re: Updated Guidelines on the Grant of Vacation service credits to teachers and Civil Service Circular.

6. For information, guidance, and compliance.



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