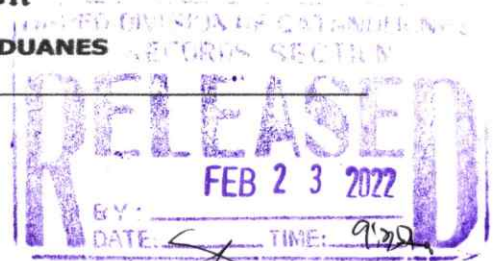




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-OSDS-UM-02-18-2022/SSC

TO: **AMELIA R. EUSEBIO**
School Principal III
CNHS

MAYBELLE V. RUBIO
School Principal II
San Andres Vocational School

FIDEL A. VEGIM
School Principal II
Calatagan High School

ALLAN SORREDA
School Principal I
Buyo Integrated School

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

SUBJECT : **PLANNING MEETING AND PREPARATION OF LOGISTICS FOR DISTRICT TRAINING IN SPORTS**

DATE : **February 21, 2022**

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1. Please be informed that selected teacher/s in your school will have a planning meeting on February 24, 2022, 8:00-5:00 p.m. at Bato Rural Development High School.
 2. The purpose of the meeting is to finalize the training plan to be used during the conduct of the training, finalize the PowerPoint presentations of their topics, prepare the daily programs of activities and ensure that the logistics are ready and available during the training.
 3. Further, travel and other incidental expenses relative to the conduct of the meeting shall be charged from the school mooe/local funds subject to the usual accounting and rules and regulations.

4. Below is the list of concerned teachers.
5. For information, guidance, and compliance.

List of Teachers

1. Romel T. Lizaso- Bato Rural Development High School
2. Grace Camano- Buyo Integrated School
3. Allan Gianan- San Andres Vocational School
4. Jesel B. Crispino- Calatagan High School