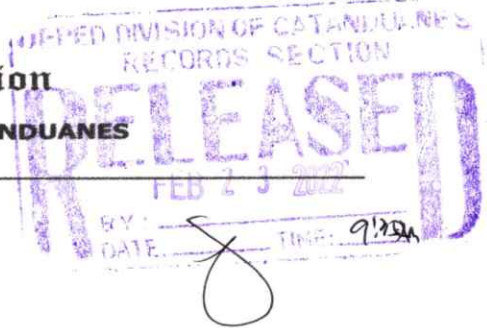




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



**MEMORANDUM**

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

TO : **EDGAR B. SARMIENTO**  
School Principal I  
Magnesia NHS

**MAYBELLE V. RUBIO**  
School Principal II  
San Andres Vocational School

**ROMEO T. OGALINOLA**  
School Principal I  
Bagamanoc Central ES

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

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

DATE : **February 21, 2022**

1. Please be informed that selected teacher/s in your school will have a planning meeting on February 28, 2022, and March 1, 2022, 8:00-5:00 p.m. at Magnesia National 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. Attached is the list of concerned teachers.
5. For information, guidance, and compliance.

List of Teachers:

1. Eugene B. Brogan
2. Francis Villaflor
3. Fatima Carla D. Cajuday