



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

**UNNUMBERED MEMORANDUM**

OSDS-SDS-UM-1-23-2023/SSC

TO : Ma. Luisa T. Dela Rosa, Asst. Schools Division Superintendent  
Mary Jean S. Romero, Chief Education Supervisor (SGOD)  
Atty. Norlito Jr. P. Agunday, Legal Officer  
Angelo James O. Aguinalde, Accountant III  
Eva S. Tolentino, AOV (Admin)  
Ma. Cielo C. Tubale, AO V (Budget)

**Pandan School of Arts and Trades**

Ronald I. Refre, Principal  
Myla Delos Santos, AO IV  
Finance Personnel  
Faculty and Staff

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

SUBJECT : **SPECIAL CONFERENCE**

DATE : January 23, 2023

You are hereby directed to attend without fail the Special Conference for the concerned personnel of Pandan School of Arts and Trades on **January 24, 2023** from 8:00 a.m onwards.

The teacher shall attend the conference from 9:00 – 10:00 AM. In their absence, the students shall work in their modules under the guidance of the non-teaching personnel. Non-teaching personnel shall attend the meeting together with the school head and finance team.

This conference aims to address the issues and concerns raised by several sectors and the results of the two dialogues which this office directed to conduct.

Expenses relative to this activity shall be charged to local funds.

For compliance.

SSC/ SPECIAL CONFERENCE  
0003/JANUARY 23, 2023



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