

Encl: as stated
 To be indicated in the Perpetual Index under the following subjects:
 SPORTS Events
 ATB-DM-03/22/2022
 CONDUCT OF TRAINING AND PACKET TOURNAMENTS FOR SWIMMING, GYMNASTICS, AND BOXING

1. You are hereby requested to attend and lead the planning conference on **March 23, 2023, at 1:00 p.m. at the SDO lobby**, this is in connection with the conduct of the Training and Packet Tournament in Boxing, Swimming, and Gymnastics.
2. The following will be the deliverables/ to be discussed during the meeting:
 - Place and venue of the packet tournaments
 - List of expected participating schools
 - Inventory of available sports supplies and equipment for the three events
 - Program and attendance
 - Meals and accommodation
 - Preparation of the training venue
 - Packet Tournament Guidelines
 - Transportation and other expenses
 - Other matters
3. Travel and other incidental expenses shall be charged from the school moode/local funds subject to the usual accounting and auditing rules and regulations.
4. For information, guidance, and compliance

MEMORANDUM
 OSDS-SGOD-M-03-22-2023/ATB
TO: **ERREN T. GURROBAT**
 Head Teacher III - SAVS
FROM: By the authority of the SDS:
MA. LUISA T. DELA ROSA
 Assistant Schools Division Superintendent
 Officer-In-Charge
SUBJECT: **DIVISION PLANNING CONFERENCE RE: CONDUCT OF TRAINING AND PACKET TOURNAMENT IN BOXING, SWIMMING, AND GYMNASTICS**
DATE: **March 22, 2023**

SCHOOLS DIVISION OFFICE OF CATANDUANES

Department of Education
 Region V - Bicol

