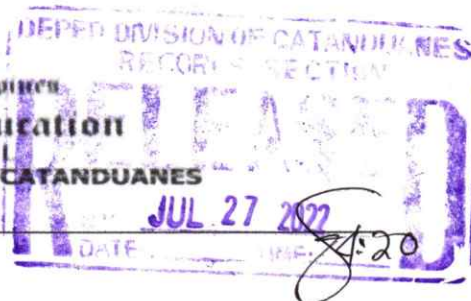




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



**MEMORANDUM**

OSDS-SGOD -UM-07-27-2022/ATB

TO:

<b>MAILENE MAGLAQUI</b>	-Teacher III- JMAMES
<b>LETECIA V. YUTAN</b>	-SPET II- Viga Central ES
<b>JOCELYN T. OGALESCO</b>	-SPET II-Viga Central ES
<b>JANELYN BELMONTE</b>	-SPET II- San Andres Central
<b>MIKE VINCENT OLINO</b>	-SPET II-Cabugao IS
<b>FRANCIA P. ALBERTO</b>	-SPET II- Caramoran Central ES
<b>ROMELYN BONEO-</b>	- SPET I- Cabugao IS

THRU : **THE SCHOOL HEAD**

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

SUBJECT : **PLANNING CONFERENCE IN THE CONDUCT OF DIVISION LIMITED FACE-TO-FACE SPECIAL EVENT TOURNAMENT**

DATE : **July 27, 2022**

1. Please attend a half-day Planning conference of Technical Working Committee members on **July 29, 2022, at 8:30 in the morning at the School Governance and Operations Division** in connection with the conduct of the Division Limited Face to Face Special Event Tournament scheduled on August 8-9, 2022.

2. The purpose of the meeting is to plan out the programs and activities along with sports for children with special needs and to prepare the different logistics needed during the tournament.

3. Travel, meals, and other expenses shall be charged from the school moee/local funds subject to the usual accounting and auditing rules and regulations.

4. For information, guidance, and compliance.

