



*Republic of the Philippines*  
**Department of Education**  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



October 16, 2013

TO : All Secondary School Heads

Please report to the Division Office, Virac Catanduanes on October 17, 2013, 1:00 o'clock in the afternoon at the Division Office Conference Hall-C for a conference on Preparation for Senior High School.

Travelling expenses shall be charged against local fund/MOOE subject to accounting and auditing rules and regulations.

For the Schools Division Superintendent:

  
**MARIANO B. DE GUZMAN**  
OIC, Assistant Schools Division Superintendent