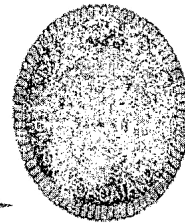




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



DIVISION MEMORANDUM

No. 53 s. 2014

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date AUG 06 2014
Time 10:25 a.m.
By [Signature]

**TO: Public Schools District Supervisors
District PESS Coordinators (Elementary)
School PESS Coordinators (Secondary)**

**FROM: *[Signature]*
JOSE L. DONCILLO, CESO VI
Schools Division Superintendent**

**SUBJECT: Division Orientation- Workshop on the Utilization of E-Form for
Athletes, and Coaches for Palaro**

DATE: August 5, 2014

1. In preparation for the CY 2014 School Intramurals, District and Division Meets, CY 2015 Palarong Bicol and Palarong Pambansa, this division will conduct a one-day orientation- workshop on the utilization of e-form for athletes, coaches and chaperons on August 13, 2014, 8:00 A.M at the Division Conference Hall C.
2. The objectives of this Orientation- Workshop are the following:
 - a. Conduct orientation-workshop among the Secondary PESS/ District PESS Coordinators.
 - b. Utilize the e-form for athletes, Coaches, and Chaperons for CY 2015 School Intramurals, District, Division Meets and CY 2015 Regional and National Meets.
 - c. Discuss issues and concerns on screening and accreditation of athletes, coaches, and chaperons during the CY 2014 Regional and National Palaro.
3. Participants to this Orientation- Workshop are the Secondary School PESS Coordinators and District PESS Coordinators.
4. Participants are advised to bring laptop.
5. No registration fee shall be collected but travel and other incidental expenses of participants shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
6. For information and compliance.