



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



December 20, 2013

**MEMORANDUM TO:**

Mr. JOHN BONIFACIO, Security Guard I, Cavinitan ES, Virac South  
Mr. JERRY SARMIENTO, Security Guard I, JMAMES, Virac North  
Mr. EMMANUEL IFURUNG, Security Guard I, Virac North  
Mr. JOSE TUZON, JR., Administrative Aide I, Viga CES, Viga West  
Mr. CONRADO UBALDE, Security Guard I, Viga CES, Viga West  
Mr. RENE CABRERA, Administrative Aide I, Panganiban CES, Panganiban  
Mr. ANDRES TANAEL, Administrative Aide I, Baras CES, Baras South  
Mr. GLEN RIMA, Administrative Aide I, Tabugoc CES, Pandan East  
Mr. ANTONIO YAMAR, JR., Administrative Aide I, Bote IS, Bato East  
Mr. GENE TESORERO, Security Guard I, Bato CES, Bato East  
(Thru the PSDS/School Head)

You are hereby advised to report to the Office of the Schools Division Superintendent on December 27, 2013, 9AM.

Travel and other incidental expenses are chargeable against school MOOE funds subject to the usual accounting and auditing rules and regulations.

For strict compliance.

**JOSE L. DONCILLO, CESO VI**  
OIC, Schools Division Superintendent