



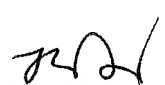
Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac



MEMORANDUM TO:

Public Schools District Supervisors
Elem. And Secondary School Heads of Billeting and Non-Billeting Schools

1. In view of the need for more manpower in the Athletic Complex during the 2014 Palarong Bikol, you are hereby directed to advise your school guards to render their services to the Division office starting February 1-7, 2014.
2. Mr. Roger C. De Mesa, PSDS and Peace and Order Coordinator, will hold an orientation conference with these guards on February 1, 2014 at 8:30 AM at the Division Office Conference Hall C.
3. Affected School Heads should make arrangement with other school personnel and stakeholders for temporary replacement of these guards during their absence.
4. Those who will be assigned shall be under the direct supervision and control of and their Form 48 will be signed by Mr. Roger De mesa.
5. Travel expenses shall be chargeable against local MOOE Funds subject to the usual accounting and auditing rules and regulations.
6. For information and compliance of all concerned.


JOSE L. DONCILLO, CESO VI
Assistant School Division Superintendent
Officer-In-Charge