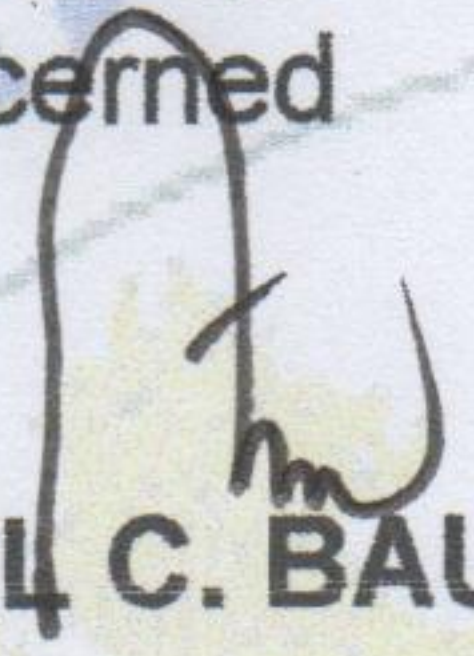


MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
Chief - Curriculum Implementation Division
OIC Chief - School Governance and Operation Division
Public Schools District Supervisors
Education Program Supervisors
Education Program Specialist
Division Unit Heads
Public Elementary and Secondary School Heads
All other concerned

FROM :  DR. ROMMEL C. BAUTISTA, CESO/VI
Schools Division Superintendent

SUBJECT : **ATTIRE FOR THE 13TH YEAR ANNIVERSARY CELEBRATION AND CORRECTED LIST OF WORKING COMMITTEE/S**

DATE : February 1, 2016

This office instructs all concerned that the attire to be worn for the 13th YEAR ANNIVERSARY CELEBRATION AND LAUNCHING OF DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) CUM MANAGEMENT COMMITTEE MEETING (MANCOM) on February 3, 2016 would be the TEA Governance T-shirt, (in absence of the said shirt, any t-shirt in light blue color will do) and maong pants in blue denim.

Correction for the two (2) Working Committees listed hereunder were also made:

- | | | Task / s: |
|---|-------------------|----------------------------------|
| • Registration and Certificates | | |
| 1. Mr. Alfonso L. Abogado | - Chairman | In – charge to the certificate |
| SEPS – Planning and Research | | of recognition for the technical |
| 2. Mrs. Myra B. Villareal | - Vice – Chairman | working committee and |
| others. | | |
| EPS – I – Planning and Research | | |
| 3. Mrs. Elizabeth Ruiz | - Member | |
| Administrative Assistant - III | | |
| 4. Mrs. Nowena Ganit | - Member | |
| Clerk | | |
| • Physical Arrangement and Stage Decoration | | |
| 1. Mrs. Rizalvy S. Pineda | - Chairman | Prepares backdrop, |
| EPS – II – Social Mobilization and Networking | | tarpaulin and other |
| 2. Mr. Noel C. Meriño | - Vice Chairman | decorations to used |
| Project Development Officer – II | | during the events |
| 3. Dr. Corazon S. Laserna | - Member | (Mass, Launching and |
| Principal IV – San Jose National High School | | MANCOM) |
| 4. San Jose NHS Teaching Staff | - Member | |

It is also advised that all expenses relative to the said celebration shall be charged against the school local / canteen funds subject to the usual accounting and auditing rules and procedures.

For information and guidance.