

MEMORANDUM

TO : Chief, Curriculum Implementation Division
Technical Working Group (TWG) Members

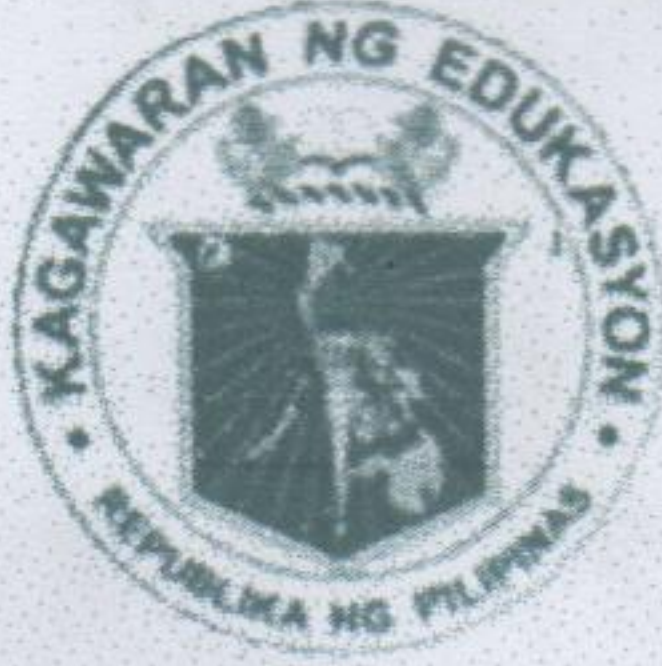
FROM : *fr:* DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : REGIONAL OFFICE MEETING

DATE : February 11, 2016

Attached is Regional Unnumbered Memorandum dated February 10, 2016 re: Meeting Relative to Procurement of SHS Tools and Equipment requesting all Division Office CID Chiefs and members of the Regional TWG to attend a meeting at the Regional Office on Friday, February 12, 2016 at 9:00 a.m.

For information and guidance.



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



MEMORANDUM

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
Dr. Erico M. Habijan
Mr. Ferdinand V. Marquez

FROM : **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT : **MEETING RELATIVE TO PROCUREMENT OF SHS TOOLS & EQUIPMENT**

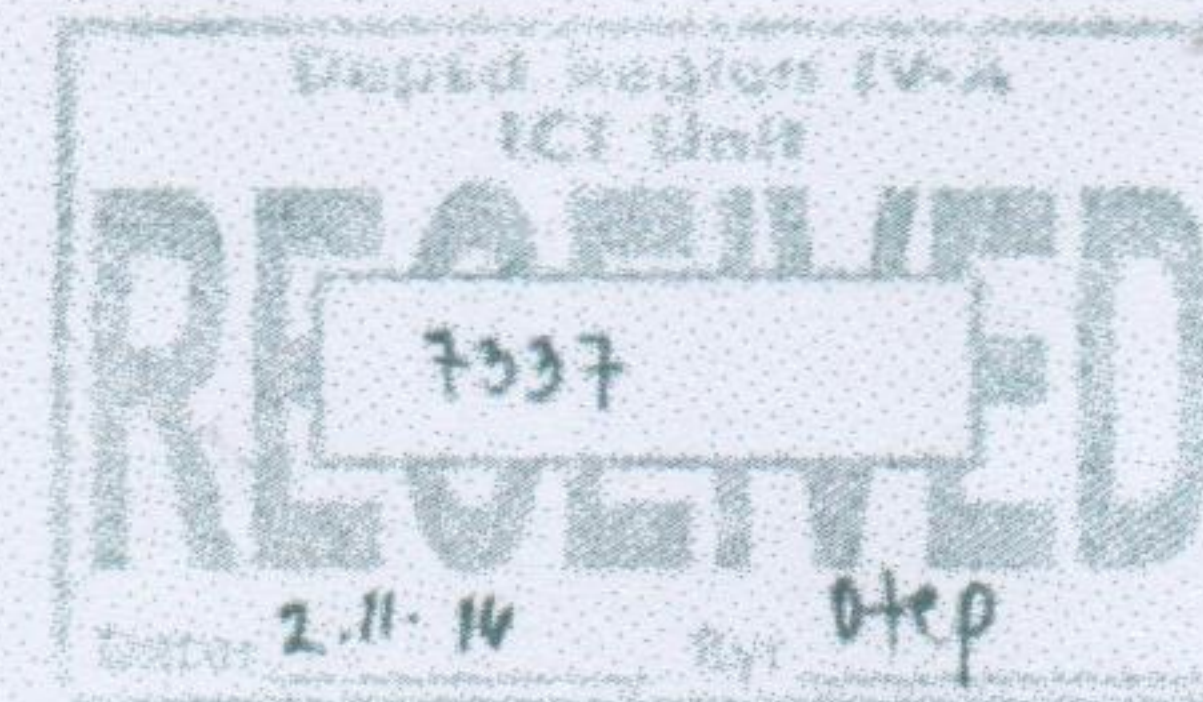
DATE : February 10, 2016

Relative to the procurement of SHS Tools & Equipment, Division Office CID Chiefs and members of the Regional TWG are requested to attend a meeting at the Regional Office on Friday, February 12, 2016 at 9:00 a.m.

Travel expenses of all concerned shall be charged against local funds.

Attendance of all concerned is highly expected.

For immediate dissemination.



TRAVEL ORDER

Authority is hereby requested for:

1. Mrs. Melanie F. Burgonia - Education Program Supervisor
TLE / EPP

Purpose : Attendance to the Regional Office Meeting

Destination : Gate 2, Karangalan Village, Cainta, Rizal

Date : February 12, 2016

Means of Transportation: Service Vehicle


Travel is on :

/ Official Business
 / Official Time Only

Source of Funds (if for Official Business)

/ MOOE
 / Others: _____

APPROVED:


Dr. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent