



January 9, 2018

DIVISION MEMORANDUM
No. 14; s. 2018

TO

- : CID & SGOD Chiefs
- : Division Education Program Supervisors / Education Program Specialists
- : District Supervisors / Districts In-Charge
- : Division Office Section Heads & Personnel
- : School Heads of Public / Private Elementary / Secondary Schools
- : **DivSAC / DSAC during the NORAA 2017**
- : All others concerned

FROM

[Signature]
: **SALUSTIANO T. JIMENEZ, CESO VI**
: Assistant Regional Director
: Concurrent OIC, Office of the Schools Division Superintendent

SUBJECT : UPDATING OF COACHES' AND ATHLETES' CREDENTIALS IN PREPARATION FOR THE CONDUCT OF CVIRAA 2018

1. In preparation of the coming CVIRAA Meet 2018, You are hereby informed that the updating of Coaches' and Athletes' credentials will be on **January 11-19, 2018** at the conference room of the division office.
2. All **Division and District Screening and Accreditation Committee (DivSAC), the 18 DSACs and the following ICTs** are hereby directed to report on the said date:
 1. Mildred F. Egera – Siaton 1
 2. James Diputado – Sibulan 1
 3. Claire Anne P. Tinopo – Siaton 2(The ICTs are requested to bring Laptop and Scanner.)
3. The concerned teachers are advised to report to **Mrs. Maria Luz Quitay**, the Chairman of the DivSAC.
4. Traveling and other incidental expenses are chargeable against School MOOE/ Local Funds or any available source subject to the usual accounting and auditing rules and regulations.
5. **This serves as your travel order.**
6. For your information and guidance.

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