



MEMORANDUM

TO : Mrs. Karla Panesa Antonio, EPS II
Mr. Sonny V. Uy, PSDS, Sta. Catalina District 1
Mrs. Rhodaline Dizon, PSDS, Sta. Catalina District 2
Dr. Dominador Bersa, PSDS, Manjuyod District 2
Dr. Beda Jovenciana Davad, PSDS, Dauin District
Dr. Delia Alanano, PSDS, Siaton District 1
Mrs. Constance Joy Sarne, PSDS, Siaton District 2
Mr. Johnrey F. Legara, School Head, Bago-Bago ES
Miss Segrid Nuique, School Head, Kanggabok ES
Mr. Joemar Comahig, School Head, Pedro Abul MHS
Ms. Juliet De los Reyes, School Head, San Isidro ES
Mrs. Herminia Broce, School Head, Nawacat ES
Mr. Harold A. Suan, School Head, Apo ES
Mr. Sammy B. Arcala, School Head, Salingkubong ES
Mr. Connie Cabugnason, School Head, Palay ES
Miss Kecylien Je Omale, Administrative Aide 1, SGOD
All Teachers of OMF Solar Panel Recipient Schools

FROM : *for: [Signature]*
WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent *[Signature]*

SUBJECT : VENUE AND PROGRAM PREPARATION

DATE : August 23, 2018

1. In line with the conduct of the Turn-Over Ceremony of One Meralco Foundation Solar Panels on Sunday, August 26, 2018, you are hereby requested to report on **August 25, 2018 at 2:00 PM at the DepEd Region 7 Sub-Regional Office.**
2. The following are the different task assignments:

Reception	-	Kanggabok ES and Bago-Bago ES
Leis and Tokens	-	Bago-Bago ES and San Isidro ES
Sound System	-	Apo ES
Certificates	-	Pedro Abul MHS
Attendance/Registration	-	Palay ES
Food	-	Nawacat ES and Salingkubong ES
Program Layout and PPT	-	SGOD (c/o Mrs. Antonio and Miss Omale)
Physical Set-Up/Decoration	-	Salingkubong ES, Nawacat ES, San Isidro ES, and Pedro Abul MHS
3. Travelling and other incidental expenses shall be charged to School MOOE/local funds subject to the usual accounting and auditing schools and regulations.
4. Attendance during the venue and program preparation and the Turn-Over Ceremony (August 25 and 26, 2018) will merit a **Two-Day Service Credit** for teaching personnel and a **Two-Day Compensatory Overtime Credit** for non-teaching personnel.
5. For information, dissemination, and compliance.

23 AUG 2018
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