



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region XI
 SCHOOLS DIVISION OF DIGOS CITY
 OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
 Roxas Corner Lopez-Jaena Streets, Digos City, 8002, Philippines
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DIVISION MEMORANDUM
 No. 001, s. 2016

TO: **Mr. Patriotiso Peñas**
 Public Schools District Supervisor
 Digos Oriental District

Datu Roger A. Manapol
 Principal IV/Digos City National high School

ATTENTION:

Mr. Felipe Degamo
 Master Teacher-1/School Head
 Digos City National High School – Aplaya Annex

Mr. Rexie Pancho
 Teacher/Digos City National High school

Mrs. Iris P. Ubungen
 Teacher/Digos City National High School

Mrs. Marilyn T. Salboro
 Principal-1/Dawis Elementary School

Mrs. Emily Igalinos
 Teacher/Ramon Magsaysay Elementary School

Miss Irene Torrevillas
 Teacher 1/Badiang Elementary School

FROM: **DEE D. SILVA, DPA, CESO VI**
 Assistant Schools Division Superintendent
 Officer-In-Charge

SUBJECT: Planning Conference

DATE : **January 4, 2016**



1. Relative to the conduct of the Division Values Education Seminar on January 15-16, 2016, you are hereby directed to attend the Planning Conference on **January 5, 2016 at 3:00 o'clock** in the afternoon at the Division Conference Room.
2. A “NO DISRUPTION OF CLASSES POLICY” shall be observed.
3. Travel expenses of the participants shall be charged against school MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

For and in the absence of:

DEE D. SILVA, DPA, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge

EMMANUEL P. HUGO

Chief- School Governance and Operations Division
 Officer-in-Charge