



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
**No. 065, s. 2024**

November 19, 2024

**PARTICIPATION IN THE CONDUCT OF COORDINATION MEETING FOR THE FORMULATION OF CLASSROOM MASTER PLAN AND MASTER LIST FOR THE SCHOOLS CONSTRUCTION AND REPAIR**

To: Jerick S. Vergara -Engineer III

1. Enclosed herewith is the Memorandum DM-OUHROD-2024-2276 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development dated November 15, 2024, relative to the above captioned.
2. The said activity will be conducted on November 24-26, 2024, (inclusive of travel time) in DepEd Ecotech Center, Lahug, Cebu City.

Board and lodging expenses shall be charged against SIMO funds while other logistical/travel/transportation expenses shall be charged against local funds subject to the usual government accounting and auditing rules and regulations.

3. For your information and compliance.

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

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Encls: as stated  
References: as stated

To be indicated in the Perpetual Index under the following subjects:

Participation to the Conduct of Coordination Meeting for the Formulation of Classroom Master Plan and Master List for the Schools Construction & Repair.

PF: Participation to the Conduct of Coordination Meeting for the Formulation of Classroom Master Plan and Master List for the Schools Construction & Repair.

November 19, 2024

