

**RELEASED**

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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

December 6, 2024

**DIVISION MEMORANDUM**

No. 632, s. 2024

**WELCOME PROGRAM FOR THE OFFICER-IN-CHARGE OF THE  
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

TO : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. On December 9, 2024, this Office will conduct a welcome program for the Officer-In-Charge of the Office of the Assistant Schools Division Superintendent from 8 o'clock in the morning to 5 o'clock in the afternoon at Rakdell Inn, Virac Catanduanes.

2. The participants in this activity are:

A. From SDO Catanduanes

OSDS	SGOD	CID	Association Presidents/Rep
OIC-SDS	Chief Education Supervisor	Chief Education Supervisor	PESPA
OIC-ASDS	Education Program Supervisor	Education Program Supervisors (9)	CASSH
Legal Officer			NEU
ITO	Planning Officer	Public Schools District Supervisors/ In-Charge of Districts (20)	CPESTEA
AOV – Admin	SEPS – Planning and Research		
AOV - Budget			
Accountant	SEPS - SocMobNet		
AOIV - HRMO	SEPS - HRD		
AOIV-Supply	Engineer III		
AOIV- Records	HNU In-Charge		

B. Guests from SDO Camarines Sur

3. Expenses related to this activity are chargeable against Division MOOE, subject to relevant Accounting & Auditing Rules and Regulations.

4. Dissemination of and compliance with this memorandum are desired.

[Signature]  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent