

Republic of the Philippines
Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

RELEASED

OFFICE MEMORANDUM
 OSDS-OM-02-19-2020

DepEd, Division Office of Catanduanes

RECORDS SECTION

Date: FEB 19 2020

Time: 14:59

Initial/Signature: *f*

TO : Chief – CID/SGOD
 PSDSs
 Section Heads
 All SDO Personnel
 This Division

SUBJECT : **PREPARATION FOR THE ARRIVAL OF USEC DIOSDADO M. SAN ANTONIO**

DATE : February 19, 2020

1. In connection with the visit in our office by DepEd USEC Diosdado M. San Antonio on February 24-27, 2020 the Schools Division Office should be ready and a conducive working environment be maintained.
2. The following actions should be done:
 - Maintain order and cleanliness inside and outside the offices
 - Cleanliness of comfort rooms
 - Wear of uniform (do not wear sandals/slippers outside the office)
 - Wearing of ID
3. Different working committees are organized to assist the management during the arrival and short meeting with the USEC and to assist the training team

SDO Upkeep	Eva Tolentino and Section Chiefs
DLC	Edgar Rima
Tarpaulin	Aroline Borja Maria Imelda Abejo
Hall A Preparation	Romel Petajen Amelia Cabrera Merly Gonzales Miguelito Rodriguez Maria Imelda Abejo
Program/ Invitation/ Accommodation	Gina Custodio Cynthia Soneja Ruth Sorrrera Jezrahel Omadto Catanduanes National High School
Foods/ Snacks	Aroline Borja Cristy De Leon Ruth Sorrrera Belen Tapas Erlinda Borbe
Venue Upkeep	Frankie Turalde Nelson Sicio
Registration	by district c/o PSDS
Leis	Ma. Gina Templonuevo Jesslyn Taway
Documentation	Gina Pantino Maria Audrea Vivo

Each district will assign focal person for the training kits and food distribution





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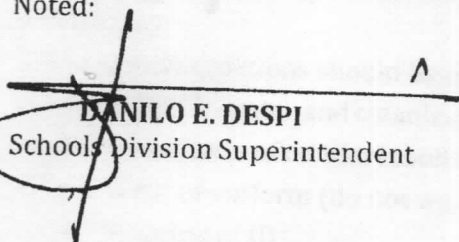
May we request that on Saturday, February 22, 2020, we will be having a Brigada Opisina to clean our rooms, inside and outside of our offices.

A Compensatory Overtime Credit/Service Credit will be granted in connection with the overtime service.

For information and guidance.

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent

Noted:


DANILO E. DESPI
Schools Division Superintendent