Memorandum

To: Ricky Tid - Tinago ES
    Mary Ann Gonzales - Taytay ES
    Rhona Columna - SACES
    Edna Marquez - Calatagan ES
    Cynthia Regis - Bato CES
    Prince Lee Burce - SACES

Thru the PSDS / Principal

From: Socorro V. Dela Rosa, CESO V

Subject: Preparation of Materials of Division Elementary Press Conference

Date: 27 Agosto, 2019

You are hereby advised to report to SDO at 8:00 o'clock in the morning to prepare necessary materials for the Division Elementary Press Conference and to report the result of Zonal Press Conference.

Attendance is a must.

Travel expenses are chargeable to MOOE subject to the usual accounting and auditing rules and regulations.