MEMORANDUM

TO: Elementary School Heads
   Secondary School Heads
   Division Engineer
   DepEd Project Engineer

FROM: SOCORRO V. DELA ROSA, CESO V
      Schools Division Superintendent

SUBJECT: SCHEDULE OF COORDINATION MEETINGS FOR CY 2018 SOIL EXPLORATION WORKS

DATE: April 15, 2019

1. This has reference to the unnumbered Regional Memorandum dated April 12, 2019 regarding Coordination Meetings with School Heads of recipient schools of CY 2018 Soil Exploration on April 24, 2019, 8:00 A.M. at Gogon Elementary School, Legazpi City.

2. Participants to this meeting are the School Heads or their duly authorized representative, the Division Engineers and DepEd Project Engineers. Attendance shall be compulsory.

3. The objective of the meeting is to plan out the systematic and efficient implementation of Soil Exploration Works. In this regard School Heads are advised to bring with them copies of their updated School Site Development Plan.

4. Travel and other related expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. For your information, guidance and compliance.