



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



**MEMORANDUM**

TO : MARIA AUDREA L. VIVO  
PDO-DRRM

ERMA B. PAMPANGA  
Nurse - II - SGOD

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

SUBJECT : **ADDITIONAL PARTICIPANTS TO THE DIVISION TRAINING WORKSHOP ON THE PREPARATION AND ADJUSTMENT OF STRATEGIC PLAN: SCHOOL IMPROVEMENT PLAN (SIP) FOR SY 2023-2028.**

DATE : March 25, 2024

1. Please be advised that you are required to report to Amenia Beach Resort, Palawig, San Andres on March 22-23, March 25-26, and April 1-2, 2024 as a member of the support staff for the said training. As a support staff member your responsibilities include ensuring the safety of the participants, assisting the learning facilitators in distributing materials, checking attendance, collecting and recording outputs, preparing training materials, encoding reports, and other related tasks.
2. A compensatory overtime credit shall be given if the training falls on a Saturday/Sunday or Holiday.
3. For the widest dissemination and guidance of all concerned.



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