



RELEASED

BY: *[Signature]* No. 231

DATE: 4 JUL 2024 TIME: 3:00

July 4, 2024

OFFICE MEMORANDUM
No. 231 s. 2024

**PRE - CONSTRUCTION MEETING OF THE CY2024 RODO -
CONSTRUCTION OF TWO (2) - STOREY SCHOOLS DIVISION OFFICE
WITH ROOF DECK**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Administrative Officer V for Administration
Division Legal Officer
Budget & Finance Unit Heads
Inspectorate Team - Infrastructure
ICT Unit Head
DRRM Coordinator

1. In line with the implementation of the CY2024 RODO - Construction of Two (2) - Storey Schools Division Office with Roof Deck, we shall have our Pre - Construction Meeting on July 16, 2024 at 1:30 PM at the SDS Office.
2. The purpose of the meeting is to discuss the project overview, temporary facilities for contractor's workers, fabrication area, restriction and use of facilities and other matters related to the contract.
3. The said activity shall be attended by the following:
 - a) Schools Division Superintendent
 - b) Assistant Schools Division Superintendent
 - c) Chief Education Supervisor, SGOD & CID
 - d) Budget and Finance Unit Heads
 - e) Inspectorate Team - Infrastructure
 - f) Administrative Officer V for Administration
 - g) Division Legal Officer
 - h) ICT Unit Head
 - i) DRRM Coordinator
4. For information and compliance.

[Signature]

SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent