



Republic of the Philippines
Department of Education
Region VII - Central Visayas
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

MEMORANDUM
MLA-2023- 094

May 12, 2023

TO:

Susana Limbago, Corella District CD-1
Maria Buenaventurada Socorin, Loboc District CD-3
Filomena Alo, Hagbuaya HS, Catigbian CD-1
Pablito D. Villalon, SDO Bohol
Iris Finalyn Ancog, SDO Bohol

1. You are called to attend the **Pre-Work Activities** which scheduled on **May 19, 26 & 30, 2023** at **DepEd Ground Floor, Lino Chatto Drive, Cogon District, Tagbilaran City** in preparation for the **seminar-workshop on Hosting School Events and Proper Etiquette & Precedence**.

Schedule of Activities:

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|--------------|---|
| May 19, 2023 | Assigning of topics to the Speakers & TWGs |
| May 26, 2023 | First Dry Run: Critiquing of Power Point Presentation |
| May 30, 2023 | Final Dry Run / Final Critiquing |

2. A registration fee of **Six Hundred Fifty Pesos (P650.00)** for meals and snacks of each participant shall be charged to **Division MOOE** while the traveling and other incidental expenses relative to this activity shall be charged to **School MOOE** or **other available school funds** subject to the COA auditing and accounting rules and regulations.
3. Attendance is a must. This will serve as your **TRAVEL ORDER**.


EVANGEL M. LUMINARIAS PhD, CESO V
Schools Division Superintendent

SDS/ASDS/CID/pdv/ifca



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