



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



July 6, 2018

REGIONAL MEMORANDUM

No. 355 s., 2018

EMERGENCY MEETING ON THE ASSESSMENT OF SHS TOOLS AND EQUIPMENT

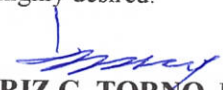
To: Schools Division Superintendents
 This Region

1. An Emergency Meeting on the Assessment of SHS Tools and Equipment with the Technical Working Group, select School Heads, Property Custodian and TVL/SHS coordinator shall be held on July 11, 2018 at RELC II, DepEd Caraga, Butuan City.
2. The following are required to attend the emergency meeting:

Name	Position/Designation	Division
Rico A. Bestudio	Technical Working Group	Agusan del Norte
Ignacio Falcon	Technical Working Group	Butuan City
Eulogio Telewik	Technical Working Group	Butuan City
Jezreel L. Balansag	Principal	Del Monte NHS, Agusan del Sur
Loreto M. Salmorin Jr.	Property Custodian	
Isabelo O. Tero	Inspection Officer	
Leonilo S. Otaza	Principal	Los Arcos NHS, Agusan del Sur
Glind G. Alfeche	Property Custodian	
Jackie Lou C. Besaña		
Melinita R. Cotiangco	Inspection Officer	Bislig NHS, Bislig City
Edna B. Delos Santos	Principal	
Romil B. Vestudio	Property Custodian	
Edilberto C. MOnTe		Albor NHS, Dinagat Islands
Maria Nimfa A. Juarbal		
Rosa M. Agocoy	Principal	
Elmer M. Peña	Property Custodian	Del Pilar NHS, Dinagat Islands
Evangeline G. Sarsadillas	Inspection Officer	
Marcialito M. Penera	Head Teacher	
Josie M. Jamahani	Head Teacher	Rita Glenda NHS, Dinagat Islands
Jayrold V. Navarra	Property Custodian	
Jessel P. Lucero		
Gina P. Albatera		San Jose NHS, Dinagat Islands
Melany C. Cabag-ira	Principal	
Richel M. Villamor	Property Custodian	
Ana Rose G. Bajo	Inspection Officer	San Jose NHS, Dinagat Islands
Euzel Patronnia C. Espinosa	Principal	
Norman C. Lenacio Jr.	Property Custodian	
Junrey L. Curias		
Ruby Edaño		

Asuncion J. Cagampang	Principal	Sering NHS, Dinagat Islands
Starex C. Quano	SHS Coordinator	
Myra Fe M/ Balbuena	Property Custodian	
Reallyn D. Hipolan	Inspection Officer	
Basilisa M. Raz	Principal	Badong NHS, Surigao del Sur
Laila A. Sumugat	Property Custodian	
Rosminda B. Magtagad	Inspection Officer	

3. The meeting shall start at exactly 9:00 o'clock in the morning.
4. No proxy or substitution of attendees is allowed.
5. Attendees are required to bring the following:
 - a. Laptop
 - b. School letter head
 - c. TVL Tools and Equipment Delivery Documents supplied by Work Essentials Trading
6. The meeting is a **live-out activity** and the **traveling expenses, per diem, meals and accommodations** of the abovementioned attendees shall be charged against **local/ school MOOE funds** subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this **Memorandum** to all concerned is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
 Regional Director

Encls: None
Reference: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:
K to 12 **SHS** **TOOLS & EQUIPMENT**

clmd12/bll
07/06/18