



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
DIPOLOG CITY 7100

MEMORANDUM

RELEASED

To: **PSDS Antonina D. Gallo**
PSDS Glenda B. Gudmalin
PSDS Rysa A. Intic
PSDS Lecita F Tubal

BY: _____ DATE: **17 NOV 2017**
NAME/SIGNATURE

District Reading Coordinators/Focal:

| | | |
|------------------------------|---------------------------|-----------------------------|
| Elsie Parame | Jennifer Renquijo | Cristina V. Cagaanan |
| Renelda V. Salatandre | Fe B. Josol | Mary Face R. Eguia |
| Sheena V. Agustin | Cerlina M. Patagoc | Marita Paez |
| Deserie Cabil | Anecita R. Rabanal | Marilou I. Baro |

From: **The Office of the Schools Division Superintendent**

Subject: **Manpower for the Conduct of the Division English Reading Competition**

Date: **November 16, 2017**

1. To harmonize the flow on the conduct of the **Division English Reading Competition** which is supposedly be conducted on November 24, 2017 but **due to the conflicting national activity it is moved to December 4, 2017 with the same venue which is at Mibang Hotel, Mibang Dipolog City**, this office requests the above mentioned addressees to render their services as assigned to them. Below are the created committees, to wit:

Program Preparation and Emcee

Sheena V. Agustin

Registration and Consolidation of Results

Mary Face R. Eguia
Fe B. Josol
Renelda Salatandre

Examiners and Checkers

Cristina V. Cagatan
Elsie Parame
Jennifer Renquijo

Facilitators during the Contest

Deserie Cabil
Marita Paez
Anecita R. Rabanal

Preparation of Awards

Cerlina M. Patagoc
Marilou I. Baro

Judges

PSDS Antonina D. Gallo
PSDS Glenda B. Gudmalin
PSDS Rysa A. Intic
PSDS Lecita F. Tubal

- Said individuals are directed to be at the venue on the specified date earlier or at 8:00 A. M.
- Travel expenses incurred by the above mentioned PSDS and Coordinators/Focal persons relative to the conduct of this activity shall be charged against Div. Funds and School MOOE Funds respectively subject to the usual accounting and auditing rules and regulations.
- For your information and compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
OIC, Office of the Schools Division Superintendent