



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



MEMORANDUM

To : **Concerned Personnel**

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

Subject : **Submission of Explanation Letter for Failure to Attend the Activity**

Date : **December 11, 2018**

- Part of the requirements to support liquidation of funds after every funded activity is the registration and attendance sheets. This Division conducted the **Division Student Leaders Forum cum Red Cross Youth Orientation** last November 15, 2018 at Sindangan National Agricultural School Gymnasium, however, only 60% of the expected participants attended.
- To avoid future COA Audit Observation Memorandum (AOM), the following SPG/SSG Advisers are hereby mandated to submit an explanation letter for failure to attend the said activity within seventy-two (72) hours from receipt of this Memo, viz:

<i>SPG/SSG Adviser</i>	<i>School</i>	<i>District</i>
Marita M. Arcos	Mutia NHS	Mutia
Marietta W. Bael	Piñan NHS	Piñan
Rudy Y. Cataytay	Piñan CS	Piñan
Alexander M. Torres	Sianib NHS	Polanco II
Nelie T. Llanes	Sebaca NHS	Rizal
Mary Jean B. Bongcawel	Sergio Osmeña NHS	Sergio Osmeña I
Rizza B. Abal	S. Osmeña NHS- Marapong Ext.	Sergio Osmeña II
Doris Dahuya	Sibutad NHS	Sibutad
Jennilyn B. Espe	Seres NHS	Katipunan II
James Russel Moran	Langatian NHS	Roxas I
Methergen O. Samorano	Roxas SPED Center	Roxas I
Melchi S. Frasco	Ponot NHS	Ponot
Merle B. Rudas	Tamil ES	Ponot
Ralph Santiago	Siayan NHS	Siayan
Juanita S. Sumagang	Bacungan NHS	Bacungan
Nazario Salatan	Bacungan CS	Bacungan
Ian Mark Anthony Pagador	Salug NHS	Salug I
Virginia T. Daarol	Liloy CS	Liloy I
Urbano Lorejo	Kalawit NHS	Kalawit
Arlene T. Aguirre	Tugop ES	Kalawit
Rogie Deloso	Gutalac NHS - Mamawan Annex	Gutalac II
Jocelyn C. Lemosnero	Sas ES	Gutalac II
Junmina C. Esmali	Baliguian CS	Baliguian
Lorraine Von Capada	Siocon NHS	Siocon
Leah B. Domingo	Sirawai NHS	Sirawai
Marjun D. Montejo	Sirawai CS	Sirawai
Galdah Kangah	Sibuco NHS	Sibuco

- All explanation letters may be submitted directly to the Office of the SGOD Chief for consolidation.
- For immediate compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
 Schools Division Superintendent

(Signature)