



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



June 4, 2018




**REGIONAL MEMORANDUM**

No. 305, s. 2018

**CARAGA REGIONAL ASSOCIATION OF SECONDARY SCHOOL ADMINISTRATORS (CARASSA) BOARD MEETING**

To: Schools Division Superintendents  
Asst. Schools Division Superintendents  
CARASSA Officers & Board of Directors

1. The Caraga Regional Association of Secondary School Administrators (CARASSA) shall hold its Board Meeting on June 11, 2018 at the Teacher Development Center, Regional Office, Butuan City from 8:00 a.m. to 5:00 p.m.
2. The objectives of the activity are to:
  - a. Present the Financial Report of the association;
  - b. Craft the 2018 CARASSA Congress Program of Activities;
  - c. Create different working committees in preparation for the Congress; and
  - d. Other matters.
3. The participants of this meeting are the officers of CARASSA and the members of the Board of Directors including the CARASSA consultant, Dr. Isidro M. Biol, Jr. Please see the Enclosure for the participants.
4. A registration fee of Five Hundred Pesos (P500. 00) shall be collected from each participant to defray expenses for meals (lunch) with morning and afternoon snacks. The registration fee and travelling expenses of participants shall be charged against the local/school MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Wide dissemination of this memorandum to all concerned is highly desired.

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

Encl: As stated.

Reference: None.

Allotment: 2 – (D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

ORGANIZATION CONFERENCE MEETING CONGRESS

Enclosure to Regional Memorandum No. 305, s. 2018

CARASSA Officers and Board of Directors

President	DR. TEODORO N. PLAZA	
Vice President	DR. WILSON C. CALVO	
Secretary	DR. MA. LUISA A. GUYANO	
Treasurer	MR. EDUARDO J. JULVE	
Auditors	DR. LEOPOLDO M. PULIDO MR. MARIO JICKEY C. PERANG	
Business Managers	MS. FLORIQUITA D. DULFO MR. DENNIS R. ROA	
PIO	DR. DULCESIMA A. CORVERA DR. ELVINA G. MORON	
Board of Directors	MS. JOCELY B. PACON MR. ANTONIO R. SARUMINES MR. JESSIE I. ESMAD JR MS. EDNA B. DE LOS SANTOS MR. ELMER M. CATALUNA MR. FILMAR M. ANINO MS. ELDA L. CABALHIN MS. VIRGINCITA A. GORGONIO DR. ARTHUR E. JAMERA MR. CORSINO M. GALELA JR. MR. AURELIO J. DEGUITO MS. DOROTHY L. SUAZO	Agusan del Norte Agusan del Sur Bayugan City Bislig City Butuan City Cabadbaran City Dinagat Islands Siargao Surigao City Surigao del Sur Surigao del Norte Tandag City
Consultant:	DR. ISIDRO M. BIOL, JR. Chief, CLMD	
Adviser:	DR. BEATRIZ G. TORNO, CESO IV Regional Director	

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2/8/18