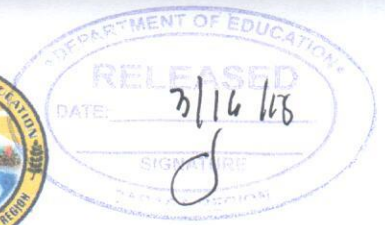




Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



June 8, 2018

REGIONAL MEMORANDUM

No. 311, s. 2018

ASSESSMENT OF TVL TOOLS AND EQUIPMENT

To: Schools Division Superintendents
Asst. Schools Division Superintendents
Chiefs of Curriculum Implementation Division (CID)
Division SHS Coordinators
Secondary School Heads

1. The Assessment of TVL Tools and Equipment for the Senior High Schools offering the TVL Track shall be held on June 11 -14, 2018.
2. The objectives of this activity are to:
 - a. Assess the delivered TVL Tools and Equipment to all Senior High Schools offering TVL Track;
 - b. Finalize the Delivery Receipts, Purchase Requests, and other related documents; and
 - c. Comply the Demand Letter of the Service Provider.
3. The assignment of CLMD Regional Supervisors to do the assessment of Tools and Equipment are indicated below:

Division	Supervisors
Agusan del Norte	Mrs. Chonie Obsenares, Dr. Celsa Cataluna
Agusan del Sur	Mr. Bernabe Linog, Dr. Gladys Asis, Dr. Elizabeth Bautista
Bayugan City	Mr. Bernabe Linog, Dr. Gladys Asis, Dr. Elizabeth Bautista
Bislig City	Ms. Rhea Yparraguirre
Butuan City	Ms. Maripaz Magno
Cabadbaran City	Dr. Elena Capangpangan
Dinagat Islands	Mr. Bernard Abellana
Siargao	Mr. Bernard Abellana
Surigao City	Ms. Elizabeth Ysulan
Surigao del Norte	Ms. Elizabeth Ysulan, Dr. Elena Capangpangan
Surigao del Sur	Ms. Rhea Yparraguirre, Dr. Gladys Asis, Dr. Elizabeth Bautista

4. The School Principals, School Property Custodians, School SHS/TVL Coordinators are required to convene at the Division Office for the Assessment on the dates specified above.
5. This memorandum shall serve as the Travel Authority of the regional monitors.
6. Travel expenses and per diem of regional monitors shall be charged against the Regional 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

Encl.: None.
Reference: None.
Allotment: 2- (D.O. 50 – 97)

To be indicated in the Perpetual Index under the following subjects:
MEETINGS CONFERENCES MONITORING & EVALUATION