

Tracking # 2018-11-14672



Republic of the Philippines
Department of Education
Caraga Region XIII
J. P. Rosales Ave., Buuan City



November 5, 2018

MEMORANDUM

Schools Division Superintendents
Divisions of Butuan City, Surigao City
Agusan del Sur, Siargao, Surigao del Sur,



This Office would like to request for the services of the School Heads from your division to serve as facilitators together with some Regional Office Personnel during the Regional Retooling of School Heads in Crafting the Enhanced School Improvement Plan Year 2019-2021 on November 14-17, 2018 inclusive of a Pre-Work Conference at Rosarios Grills and Suites in front of Gaisano Mall Butuan and besides Land Transpiration Office

Reylan R. Alas	-	Butuan City
Fluellen Cos	-	Surigao del Sur
Marilou Curugan	-	Agusan del Sur
Felix N. Bagnol	-	Surigao City
Evangeline Daguman	-	Surigao City
Carlos R. Catalan Jr.	-	Butuan City
Shiela Mae G. Coniato	-	Siargao

Further, these school heads are expected to be at the venue before 8:00AM of November 14, 2018.

Hotel accommodation of the participants are charged to the HRTD Funds while transportation and per diem shall be shouldered by the Division Local Funds subject to the usual auditing rules and regulations.

For any questions please contact Carolina M. Niepes, Chief, FTAD through ftad_caraga@gmail.gov.ph.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director