



MEMORANDUM


TO: DIVISION LEGAL OFFICERS
DIVISION GUIDANCE FOCAL PERSONS
DIVISION FRIENDLY SCHOOL SYSTEM FOCAL PERSONS
This Region

SUBJECT: Attendance to the Capacity Building Child Protection Seminar

DATE: January 21, 2019



1. The Legal Unit of DepEd Regional Office, Caraga XIII will conduct a Capacity Building Child Protection Seminar on February 27 to March 2, 2019 (inclusive travel time), Siargao Islands, Surigao del Norte. *(specific venue be announced later)*
2. All divisions are hereby enjoined to send your respective representative as specified above.
3. Each division must bring at least 1 laptop with extension wire to be utilized during the workshop proper and eventual presentation thereto.
4. All travelling expenses and per diems' and other allowable expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. This memorandum shall likewise serve as your Travel Order.
6. For your information, guidance, and compliance.


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