



MEMORANDUM

To: **SCHOOLS DIVISION SUPERINTENDENTS
 ASDSs, Division Sports Coordinators
 RO Functional Division Chiefs**



From: **ESTELA LEON- CARIÑO, EdD, CESO IV**
 Director IV/ Regional Director

Date: August 28, 2019

Subject: **CaVRAA BOARD AND SPECIAL MANCOM MEETING**

Please be informed of a meeting regarding the CaVRAA Meet updates and preparations on September 12, 2019 at 8: 00 o' clock in the morning to 12:00 noon to be hosted by SDO Cauayan City followed by a Special Management Committee meeting in the afternoon. (Specific venue for the meeting shall be announced later.)

The host division shall present their specific plans for the smooth preparations and conduct of the 2019 CaVRAA Meet.

Expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.

For information, guidance and compliance.

ESSD/jln/fen