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MEMORANDUM

To : Schools Division Superintendents
 All Others Concerned

From *for:* : ESTELA L. CARINO, EdD., CESO IV *ELC*
 Director IV/Regional Director

Date : December 2, 2019

Subject : 4TH QUARTER MEETING, BENCHMARKING, PLANNING
 WORKSHOP FOR DIVISION INFORMATION OFFICERS CUM PRESS
 CONFERENCE AND MOA SIGNING

The Department of Education Regional Office No. 02 through the Public Affairs Unit (PAU) announces the conduct of a 4th Quarter Meeting, Benchmarking, Planning Workshop for Division Information Officers cum Press Conference and MOA Signing to be held in Tuguegarao City on December 12-13, 2019. The specific venue shall be announced later.

The participants to this activity are the Division Information Officers, PAU Staff, and external resource speakers. Participants are expected to arrive on December 12, 2019. The Opening Program shall promptly start at 1 o'clock in the afternoon. The first meal to be served is lunch on Day 1, December 12, 2019 and the last meal is dinner on Day 2, December 13, 2019.

Travel and other allowable expenses of the participants/facilitators/resource persons are chargeable against local funds subject to the usual accounting and auditing policies, rules and regulations.

Wide dissemination of this Memorandum to all concerned is earnestly enjoined.

ORD/PAU/ama

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