



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 REGION IV-CALABARZON
 Karangalan Village, Gate 2
 Cainta, Rizal



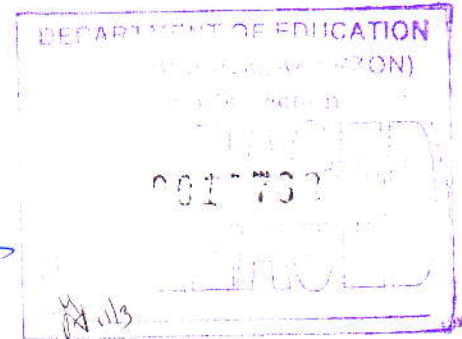
MEMORANDUM

TO : **All Schools Division Superintendents**

FROM : **BEATRIZ G. TORNO**
 Director III
 Officer-in-Charge, Office of the Regional Director

SUBJECT : **SUBMISSION OF LIST OF NAMES OF ATTENDEES TO THE ORIENTATION-
 TRAINING ON THE NEW ROLES, FUNCTIONS, AND STRUCTURE OF THE
 RATIONALIZED SCHOOLS DIVISION OFFICE (SDO)**

DATE : November 3, 2014



In preparation for the Orientation-training on the new roles, functions, and structure of the rationalized Schools Division Office (SDO), please submit the list of names of attendees per SDO using the template below on or before November 7, 2014 through email at td_calabarzon@yahoo.com using the template below:

Division: _____

NAME	DESIGNATION (Expected participants)	TOTAL
	SDS	
	ASDS	
	EPS/CHIEF	
	SECTION HEADS/OFFICE	
	UNIT HEADS/OFFICE	
	TECHNICAL STAFF	
	PSDS	

Prepared by: _____

Noted by: _____

SDS

For immediate compliance.

Received: Joseph
 11.3.14
 6172