



Republic of the Philippines  
Department of Education  
**BUREAU OF SECONDARY EDUCATION**  
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Meralco Avenue, Pasig City



14121542

December 5, 2014

MEMORANDUM

**FOR :** Dr. **DINA S. OCAMPO**  
Undersecretary for Programs and Projects

**FROM :** **JOCELYN DR ANDAYA**  
Director III  
Officer-In-Charge  
Office of the Director IV

**SUBJECT :** **REQUEST FOR AUTHORITY TO RE-SCHEDULE THE CONDUCT OF THE ANNUAL CONFERENCE OF SCHOOL HEADS OF STE-IMPLEMENTING HIGH SCHOOLS AND REGIONAL SCIENCE HIGH SCHOOLS**

OFFICE OF THE DIRECTOR  
DEPARTMENT OF EDUCATION  
12 DEC 2014  
268014

This is to request for authority to change the schedule of the **Annual Conference of School Heads of STE-Implementing High Schools and Regional Science High Schools** at the Regent Hotel, Naga City from December 8 to 12, 2014 to January 12 to 14, 2015 (exclusive of travel time). This request to change the dates of the Conference is due to the threat of Typhoon Ruby in Southern Luzon, Visayas and Mindanao this weekend

Attached, for your reference, is a copy of the memorandum on the deferment of the conduct of the aforementioned activity

For your approval.

DepEd Region IV-A  
ICT Unit  
**RECEIVED**  
6283  
Date: 12-23-14 By: [Signature]