



Republic of the Philippines  
**Department of Education**  
**DIVISION OF MISAMIS ORIENTAL**

**DIVISION MEMORANDUM**

NO. 654 , series 2018


**TO :**

**Ricardo Dragon Jr.**  
Nurse II

**Anna Mae Montecillo**  
Nurse II

**Emmanuel B. Mugot**  
Nurse II

**Charish Damian**  
Nurse II

This Division  


**FROM :** **RANDOLPH B. TORTOLA**  
Schools Division Superintendent

**SUBJECT :** **MEDICAL RESPONDERS FOR THE 2018 REGIONAL RESEARCH CONFERENCE**

**DATE :** November 5, 2018

1. As stipulated in Regional Memorandum No. 432 titled 2018 Regional Research Conference dated July 19, 2018, DepEd Regional Office through the Policy, Planning and Research Division will hold the 2018 Regional Research Conference on November 8 and 9, 2018 at Xavier Estates Sports and Country Club, Xavier Estates, Mastersons Avenue, Upper Balulang, Cagayan de Oro City.
2. Hence, you are advised to attend the aforementioned conference and to act as medical responders who will attend to the medical needs of participants, resource persons and staff. Further, you are advised to prepare report on the services rendered during the activity including recommendation.
3. It is hereby reiterated that you have to coordinate with Mr. Sunday Matthew L. Batad, Nurse I, ESSD/Committee Chair, to ensure synchronization of plans and activities.
4. Health personnel who made a 24-hour duty shall be entitled for a COC/CTO claim to this Office in accordance with CSC/DBM Joint Circular No. 2, series 2004.
5. Transportation, lodging, registration, and other expenses shall be charged against to local funds subject to the usual accounting and auditing rules and regulations.
6. For information and guidance.

RBT/lmc