



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**DIVISION MEMORANDUM**  
**s. 2020**

**6 FEBRUARY 2020**

**PRE-WORK ACTIVITY AND SPECIAL MEETING OF AMERICAN-ENGLISH  
TRAINERS**

TO :

Eman A. Lachica  
Aprille Charisse N. Manla  
Milger A. Baang  
Jov Carlo C. Cobrador

Betsy E. Madroño  
Genevieve S. Carmona  
Marjorie E. Gundran  
Riza C. Apulin

Joelah Lou J. Jandag  
Glenn Dale P. Eli  
Maria Evelyn B. Labadan  
Aura Joy M. Planas

1. You are hereby directed to attend the pre-work activity and special meeting on **February 7, 2020 (Friday), 1:00-5:00PM** at DepEd Division Conference Hall.
2. Travel, meals, and other related expenses incurred on February 7, 2020 shall be charged to local funds/school MOOE subject to the usual accounting rules and regulations.
3. For guidance.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

Encls.: As stated

To be indicated in the Perpetual Index

under the following subjects:

COMMUNICATIONS RULES AND REGULATIONS  
POLICY

SGOD, HRD-*lachica*

