



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
website: www.depedmisor.net



Division Memorandum
No. 288, s. 2015

**TO: Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned**

**FROM: ~~CHERRY MAE L. LIMBACO, Ph.D., CESO V~~
Schools Division Superintendent**

**SUBJECT: SCHEDULING OF SEMINAR, SEMINAR-WORKSHOP, TRAINING,
AND OTHER RELATED ACTIVITIES**

DATE: AUGUST 20, 2015

1. So as to avoid conflicting schedules of seminar, seminar-workshop, training and other related activities, this Office hereby devises guidelines on the preparation of memorandum/memoranda that shall constitute instructions as to the conduct of the latter and as to the attendance of participating individuals, to wit:
 - 1.1 Memorandum must be prepared two weeks before the target date of the activity;
 - 1.2 The date and venue of the activity and the names of participating individuals shall be properly and clearly emphasized;
 - 1.3 Submit the Memorandum to Ms. Christine H. Cabiassa, Administrative Aide VI, Office of the Assistant Schools Division Superintendent;
 - 1.4 Shall there will be no conflict, Ms. Cabiassa will put a remark of "Okay as to schedule/participants";
 - 1.5 Memorandum with no remark will not be signed by the Schools Division Superintendent.
2. For guidance and compliance.