



Republic of the Philippines
Department of Education
Region VIII | Eastern Visayas
Schools Division of Calbayog City


DIVISION MEMORANDUM

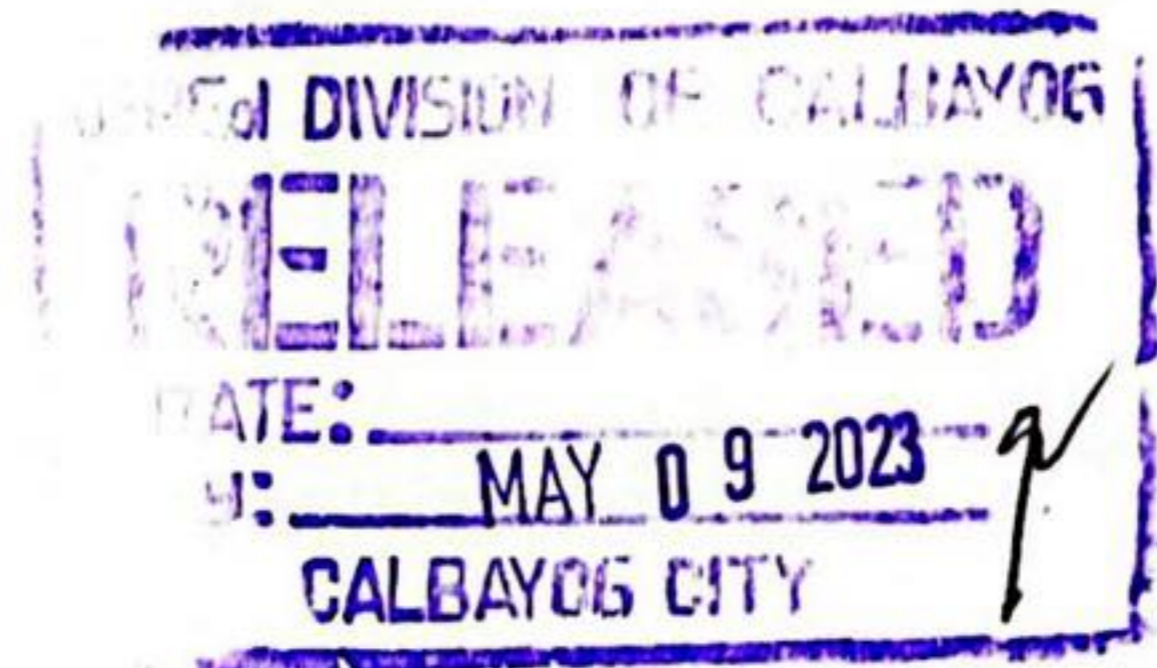
No. 164 s., 2023

TO: Education Program Supervisors
Public Schools District Supervisors
Public/Private School Principals/School Heads (Elem. & Sec.)

FROM: **MOISES D. LABIAN JR. PhD, CESO VI**
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


SHERLITA A. PALMA EdD. CESO VI
Asst. Schools Division Superintendent
Office In-Charge



SUBJECT: **PLANNING CONFERENCE OF ELECTRICAL INSTALLATION AND MAINTENANCE COACHES WITH THE TESDA ACCREDITED TRAINING INSTITUTE**

DATE: May 9, 2023

1. There will be a planning conference of all Electrical Installation and Maintenance coaches with the TESDA accredited training institute on May 10, 2023, 8:00 in the morning at St. Anthony de Padua Integrated Skills Development Inc., Sitio Talahib, Barangay Trinidad, Calbayog City.
2. The participants of the said planning conference are the coaches of Electrical Installation and Maintenance (EIM) and the Facilitator of the said contest for the Division Festival of Talents 2023.
3. Expenses relative to the conduct of the said activity is chargeable against school MOOE subject to the usual accounting and auditing rule.
4. This memorandum will serve as Travel Order to the participants.
5. Immediate and wide dissemination of this Memorandum are desired.