



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

January 20, 2025

DIVISION MEMORANDUM

No. 041 s., 2025

**PLANNING CONFERENCE WITH THE FIRST PLACE WINNING COACHES OF THE
2025 DIVISION FESTIVAL OF TALENTS**

To : Assistant Schools Division Superintendent
Chief ES- CID
Education Program Supervisors
Public School Districts Supervisors
Public/Private Elem. & Secondary School Heads

1. There will a planning conference of all First-Place winning coaches during the 2025 Division Festival of Talents to be held on **January 21, 2025; 2:30 in the afternoon** at the Division Conference Hall, SDO Calbayog City.
2. The agenda of this planning conference are the following:
 - a. finalize the schedule and venue of the concentration training;
 - b. identify the potential partners to provide TA; and
 - c. agree on foods, T-shirt, registration, transportation, and committee assignments for the RFOT.
3. The participants are encouraged to bring the contest package of the event participated.
4. The first-place winning coaches of ASEP-related competitions are **NOT INCLUDED** in the said planning activity.
4. The hereunder listed members of the food committee and **Therence G. Prudenciado** from Accounting Unit, are likewise enjoined to participate in the planning conference:

Chairman: Rosalita G. Data
Members: Dr. Ma. Liza San Pedro
Maychle Batulat
Janice Jose
Nelson Managaysay
Normel Gallas
5. This memorandum serves as **Travel Authority** of the participants.

6. Immediate dissemination of and compliance with this Memorandum are desired.

~~MARGARITO A. CAYAYONA JR. PHD, CESO V~~
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

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