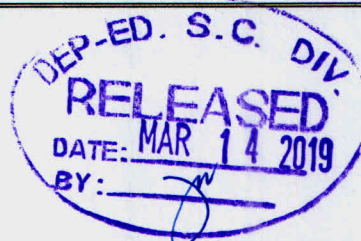




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XIII  
Caraga Administrative Region



SCHOOLS DIVISION OFFICE OF SURIGAO CITY  
Roxas Sreet, C.F. Diez Memorial Central Elementary School Compound, Barangay Washington, Surigao City, Surigao Del Norte Province  
Telefax: (086) 826-3075; Telephone Numbers: (086) 826-8931 and (086) 826-1268



March 14, 2019

**DIVISION MEMORANDUM**

No. 78 s. 2019

**2<sup>ND</sup> CARAGA EDUCATION LEADERS ASSEMBLY (CELA)**

**TO : Assistant Schools Division Superintendent  
Chief, Schools Governance and Operations Division (SGOD)  
Chief, Curriculum Implementation Division (CID)  
This Division**

- Relative to Regional Memorandum No. 114, s. 2019 entitled 2<sup>nd</sup> Caraga Education Leaders Assembly (CELA), the Schools Division Office (SDO) human resource are expected to participate on the foregoing activity, to wit:
  - ✓ OIC – Schools Division Superintendent (SDS)
  - ✓ All Education Program Supervisors (EPS)
  - ✓ Public Elementary School Principal Association (PESPA) Officers
  - ✓ All Senior Education Program Specialists (SEPS)
  - ✓ All Education Program Specialists – II (EPSp)
  - ✓ Project Development Officer – II (DRRM Coordinator)
  - ✓ Administrative Officer – V (Administrative Section Head)
  - ✓ Human Resource Management Officer – II
  - ✓ SDO Dentist
  - ✓ Administrative Officer – V (Budget Section Head)
  - ✓ Information Technology Officer
  - ✓ DASSA Officers
  - ✓ SDO-Based Information Officer
  - ✓ Project Development Officer - I
  - ✓ Two (2) Nurse – II
  - ✓ Accountant – III
- Incidental Expenses is allowed to be reimbursed in the amount of *one hundred sixty pesos and 00/100 only (PhP 160.00)* per attendee which will be charged either to Division or School Maintenance and Other Operating Expenses (MOOE), whichever is applicable, subject to regular COA rules and regulations;
- For your information and strict compliance;
- Wide and immediate dissemination of this memorandum is highly desired.

*[Signature]*  
**FLORENCE E. ALMADEN, CESE**  
OIC - Schools Division Superintendent

Enclosure : None  
Reference/s : Duly approved Activity Proposal  
Allotment : 3 and 4  
To be indicated in the Perpetual Index under the following subjects:

**LEADERSHIP**

**ASSEMBLY**

**PROGRAMS**

**PROJECTS**

FEA/fcc  
03/14/19

*We serve with Goodness, Openness, and Dignity*