



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY



DIVISION MEMORANDUM 201 s. 2019

To: Asst. Schools Division Superintendent
CID and SGOD Chief
Public Schools District Supervisors
Elementary School Heads
Secondary School Heads

MA. LORLINIE ORTILLO

From: **MA. LORLINIE ORTILLO, CESO VI**
Schools Division Superintendent

Date: September 10, 2019

Subject: **Division Federated PTA Induction Ceremony for School Year 2019-2020**

1. The Schools Division Office of Kabankalan City through the Division Federated PTA Officers will be having an Induction Ceremonies on September 18, 2019, 2:00 PM at the City Function Hall, City of Kabankalan. This activity aims to officially realize the functions of every officer in the federation and in every school for school year 2019-2020.
2. Participants to this activity are the School PTA President, and Division Federated PTA Officers.
3. There will be a registration fee of Php 300.00 per participant to augment the food and other related expenses during the activity. Deadline of the registration will be on September 13, 2019 at SGOD Office.
4. Travel, food and other incidental expenses incurred in the participation to this activity shall be charged against PTA/Local school funds subject for usual accounting and auditing rules and regulation.
5. For Widest Dissemination of this Memorandum.