

DIVISION MEMORANDUM  
No. 217, s. 2019

TO: Asst. Schools Division Superintendent  
CID & SGOD Chiefs  
Administrative Officer V  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
SDO Personnel  
All Others Concerned

*LM Ortillo*

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

Date: October 3, 2019

Subject: **Coordination Meeting with School Heads on Schools' Programs, Projects and Activities**

1. The Schools Division Office of Kabankalan will conduct a Coordination Meeting with School Heads on Schools' Programs, Projects and Activities on October 8, 2019; 9:00 AM at Zaycoland Resort & Hotel, among Public Elementary & Secondary School Heads and SDO Personnel.
2. This activity aims to review and evaluate schools' programs, projects and activities implementation in schools in relation to roles and deliverables pertaining to educational services to all stakeholders of the SDO Kabankalan City.
3. The participants of the said activity are all Public Elementary & Secondary School Heads and SDO Personnel.
4. Food expenses are chargeable against HRTD Funds while travelling and incidental expenses are chargeable against local / school MOOE subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.