



SCHOOLS DIVISION OF BULACAN

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph

November 13, 2019

To all concerned:

In preparation for the conduct of the Seminar Orientation on Records Management, a meeting will be held for the following resource speakers and technical working group on November 22, 2019 at 9:00 in the morning to be held at 8 Waves Waterpark and Hotel, San Rafael, Bulacan:

<u>Name</u>	<u>Position</u>	<u>School</u>
<i>Resource Speakers:</i>		
Dr. Jay-Arr V. Sangoyo	Education Program Supervisor	SDO
Erwin John F. Santos	School Principal	Partida HS
Dr. Kristian S. Liwanag	School Principal	Sulivan HS
Dr. Melissa M. Martin	Head Teacher/OIC	Batia HS
Armando P. Valencia	School Principal	Paombong District
Shane Anne A. Sarmiento	SDO Administrative Assistant	SDO
Josefina S. Pedroche	Records Officer	SDO
<i>Technical Working Group:</i>		
Paulo Mari C. Cruz	Administrative Officer II	Bajet Castillo HS
Darlene Astea R. Trono	Administrative Officer II	Calawitan NHS
Jimmuel Macarasig	Administrative Assistant	Obando SOF
Ronnel M. Sulit	Administrative Assistant	San Pedro NHS
Lailani C. Pascua	Administrative Assistant	Banga NHS

The agenda for the meeting is to prepare the activities for the said seminar, delegation of tasks to assigned personnel and other matters relative to the proposed orientation seminar.

Transportation of the attendees shall be charged against school MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

This letter serves as travel authority of the participants involved in this activity.

Attendance of 100% is desired.

GHPascual
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

DIVISION LETTER
No. 238 s. 2019