



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

December 6, 2022

OFFICE MEMORANDUM
No. 034, s. 2022

**MEETING ON THE PLANS AND ACTIVITIES FOR THE 2022 INSTITUTIONAL
CHRISTMAS PARTY OF THE SCHOOLS DIVISION OFFICE OF BULACAN**

To: Assistant Schools Division Superintendents
Division Chiefs
All Unit Heads
All Others Concerned

1. This is to inform all concerned that there will be a meeting regarding the Institutional Christmas Party of the Schools Division Office of Bulacan on Friday, December 9, 2022 at 1:30pm at the SDO Conference Hall.
2. The objectives of the activity are:
 - 2.1 To emphasize team spirit by allowing the TWG to contribute meaningful ideas for better communication and smoother workflow; and
 - 2.2 To discuss about the plans and activities for the Christmas Party
3. The attached enclosure contains the list of participants in the meeting.
4. The snacks of the participants shall be charged to the SDO MOOE Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

Digitally signed by Quiambao
Rowena Tizon
Date: 2022.12.07 15:29:15 +08'00'

ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent





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Enclosure No.1 Office Memorandum No. 034s.2022

List of participants in the meeting

OSDS Unit	TWG member
Office of the Schools Division Superintendent and Assistant Schools Division Superintendent	Nerissa G. Nicolas
Legal Unit	John Aldus Tanquis
Budget Unit	Angela Dionisio
Information & Communication Technology Services Unit	Tristan Russ Valderama
Supplies and Property Unit	Raquel Climaco
Records Unit	Federico Sanvictores
Personnel Unit	Victoria O. Madrigal
General Administrative Services	Bienvenido Reyes
Cashier Unit	Kristian Louie Caparas
Accounting Unit	Agnes M. Seifnezhad Ma. Perpetua B. Perez Rowel A. Reyes

