



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

Memorandum to: **Domingo J. Lamoste Jr. CE-Division Engr.**
MLA-2023-064 **Marcelo B. Mandin – Admin. Asst. II – DagohoyNHS/D.O.**
Samuel L. Fullido – A.O. II – Daus/D.O.
Angelito Morala – Daus District
Felix Sagitarius - Loon South District
Pedro Seprado – Loon North District
Hilario Labastilla – Loon North District
Jacinto Cuarrio – Calape District
Graciano Israel Jr. – Baclayon District
Alex Ciudadano – Daus District
Jessie Pendijito – Calape District
Misael Maglajus – Catigbian District

FROM: **BIANITO A. DAGATAN, Ed. D. CESO V**
Schools Division Superintendent

SUBJECT: **ADVANCE PARTY FOR THE PREPARATION OF MESS-HALL, KITCHEN, WASHING FACILITIES, IMPROVISE TOILET AND BATHROOMS, EXCAVATION OF DRAINAGE SYSTEM AND OTHER MISCELLANEOUS WORKS IN THE BOHOL DIVISION DELEGATES BILLETING QUARTER FOR THE CVIRAA 2023 AT CARCAR CITY.**

DATE: March 24, 2023

1. In order to set everything before the start of the CVIRAA Meet 2023, you are directed to proceed to the venue in Liboron ES, Carcar City, Cebu on April 3, 2023.
2. You will prepare the kitchen, mess-hall and other structures needed for the forthcoming meet proper.
3. You will assist the kitchen personnel in delivering snacks and lunch for the athletes, coaches and chaperons in their different playing venues specially those who are playing in far venues.
4. After the meet you will take charge in bringing back all paraphernalia to their point of origin.
5. Travelling and meal expenses incurred during the duration before, during and after the meet will be charge against CVIRAA Funds(Facilities CVIRAA Fund), subject to the usual accounting and auditing rules and regulations.
6. This memo serves as your official travel order.
7. For your guidance and strict compliance.



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