



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

March 22, 2024

DIVISION MEMORANDUM
0SDS/SGOD-2024-032

ADVANCE PARTY FOR THE PREPARATION OF KITCHEN, MESS-HALL, WASHING FACILITIES, IMPROVISE TOILET AND BATHROOMS, EXCAVATION OF DRAINAGE AND OTHER MISCELLANEOUS WORK IN THE BILLETING QUARTER OF THE DIVISION OF BOHOL DELEGATES FOR THE CVIRAA 2024 AT CEBU CITY

TO:

Domingo J. Lamoste Jr. - Head/Division Engr.
Samuel L. Fullido - AO II/Rep. Kitchen
Angelito Morala - Daus Dist.
Pedro Seprado - Loon S. Dist
Hilario Labastida - Loon NDist.
Graciano Israel - Baclayon Dist.
Alex Ciudadano - Daus Dist.
Darwin Nerio - Loon S. Dist.
Misael Maglajus - Catigbian Dist.
Juvilito Escarton - Baclayon Dist.
Amador Torralba - Daus Dist.
Marcelo B. Mandin – Finance (Disbursing-Dagohoy NHS)

1. In order to set everything before the start of CVIRAA MEET 2024, you are directed to proceed to Tubigon West Central School, the venue of our division centralize training on April 19, 2024 and to Abellana NHS, Cebu City our billeting quarter on April 24, 2024.
2. You will prepare the temporary kitchen, mess-hall and other structures needed for the forthcoming meet proper.
3. After the meet, you will take charge in bringing back all paraphernalia to the point of origin.
4. Assist in the distribution of room assignments to our delegation.
5. Traveling and meal allowance incurred during the duration before, during and after the meet will be charge against CVIRAA Funds(CVIRAA 2024 Facilities Fund), subject to the usual accounting and auditing rules and regulations.
6. This memorandum serves as your official travel order.
7. For your guidance and compliance.

CASIANA P. CABERTE, Ph.D., CESO VI
Schools Division Superintendent