



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

Office of the Schools Division
Superintendent

MEMORANDUM
MLC-2024- 035

March 27, 2024

TO : Evelyn C. Marapao
Phillip Marcelo R. Vigonte
Ana Liza B. Laurel
Wilson V. Vigonte
Jaime B. Quinga Jr.
Josefina G. Ursos
Angelette A. Remolador
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Mary Jane D. Araneta
Raineria N. Daing
Ma. Maulitte M. Yap

Dinah B. Talan
Isabel A. Culpa
Marilou S. Lauron
Alodia M. Calunsag
Iris Finalyn Ancog
Michelle Nee B. Bolotaulo
GSO
Personnel from Medical Section
Physical Facilities
M & E

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

SUBJECT : Development, Enhancement and Finalization of Division Contingency Plans

DATE : March 27, 2024

1. This Office through the School Governance and Operations Division (SGOD) will conduct a Development, Enhancement and Finalization of Division Contingency Plan on April 10-12, 2024 at JJs Seafoods Village, Gallares St., Tagbilaran City.
2. All participants are requested to bring a laptop and pre-register using this link <https://tinyurl.com/2024DRRMActivities> on or before April 8, 2024.
3. First meal is breakfast. All board and lodging (live-in); meals and snacks of participants will be charged to DRRM Disaster Preparedness and Response Program (DPRP) Fund while travelling and other incidental expenses related to the conduct of this activity shall be charged to Division/ School MOOE/ local funds subject to usual accounting and auditing rules and regulations.
4. This Memorandum will serve as **Travel Order**.
5. For your information and guidance.



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