




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City



BY: _____ DATE: 10/12/15
NAME/SIGNATURE

DIVISION MEMORANDUM
NO. 293 s. 2015

To: Provincial Meet and Special Games 2015 Personnel Management and Support Staff
Special Games Chairperson and Assistant Chairperson
Roxas I and Roxas II PSDS
Games Tournament Committee Chairperson

From: 
NATIVIDAD P. BAYUBAY, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

Subject: GENERAL MEETING FOR THE PREPARATION OF THE PROVINCIAL MEET AND SPECIAL GAMES 2015 and GAMES SITE VISIT.

Date: October 12, 2015

1. This is to inform you that we will conduct a **GENERAL MEETING FOR THE PREPARATION OF THE PROVINCIAL MEET AND SPECIAL GAMES 2015**.
2. The meeting aims to give the concerned personnel the time to make the final preparation in their respective assignments in the conduct of the 2015 Provincial Meet and Special Games. Further, it will provide the concerned personnel the time to visit the games' site for final preparation.
3. The participants to the meeting are the following:
 - a. Provincial Meet and Special Games 2015 Personnel Management and Support Staff as identified in D.O. No. 226 s. 2015.
 - b. Roxas and Roxas II PSDS's
 - c. Games tournament chairpersons as identified in D.O. No. 226 s. 2015.
 - d. Special Games Chairperson and Assistant Chairperson.
4. The meeting date will be on **October 16, 2015, Friday at 8:00 – 12:00 AM at the Teachers' Gym** and the *site visit* will be at **1:00 – 5:00 PM** at the games' venue in the **Municipality of Roxas**.
5. Travel expenses incurred by the participants relative to this meeting is chargeable against **SCHOOL MOOE** for school personnel and **DIVISION FUNDS** for D. O. personnel, subject to the usual accounting and auditing rules and regulations.
6. For information and guidance.