



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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February 5, 2020

**MEMORANDUM TO:**

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Secondary School Principals  
Officers-In-Charge  
Public Schools only

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

**RELEASED**

FEB 06 2020

Date: \_\_\_\_\_ Time: \_\_\_\_\_

By: 

**ORIENTATION SEMINAR TO ALL SELECTED USHERS/ USHERETTES**

Relative to the upcoming Palarong Pambansa slated on May, the Committee on Reception and Protocol will hold its **Orientation Seminar to all selected ushers/usherettes on February 7, 2020, Friday at 1:00 p.m. at the Division Office, AVR.**

The Orientation aims to provide selected ushers/usherettes with their Roles, Duties and Responsibilities and other important topics relative thereto during the entire duration of Palarong Pambansa to be held here in Marikina City.

This training is deemed necessary to ensure that good quality of service be given during the said activity.

All school heads are expected to show support to this endeavor.

Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**

Education Program Supervisor  
Officer-In-Charge

Office of the Schools Division Superintendent