Division Memorandum  
No. DDO s. 2019

SEND-OFF AND WELCOME CEREMONIES TO OUTGOING AND INCOMING SCHOOLS DIVISION SUPERINTENDENTS OF SDO-MARIKINA

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Principals  
Public Schools Only

1. In lieu of the scheduled transfer of the undersigned OIC, Office of the Schools Division Office, the field is hereby informed of the following significant activities at SDO-Marikina:

I. SEND-OFF CEREMONY FOR THE OUTGOING OIC-OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Time/Date: 1:00 PM, October 14, 2019 (Monday)  
Venue: AVR 2, SDO-Marikina  
Participants: Elementary & Secondary School Principals  
Education Program Supervisors  
Public Schools District Supervisors  
Chief Education Supervisors, CID & SGOD  
Administrative Officer  
Legal Officer  
Section Heads, SGOD  
Unit Heads, Administrative Offices  
Unit Heads, Office of SDS

II. WELCOME CEREMONY FOR THE INCOMING OIC, OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Time/Date: 3:00 PM, October 14, 2019 (Monday)  
Venue: AVR 2, SDO-Marikina  
Participants: Elementary & Secondary School Principals  
Education Program Supervisors  
Public Schools District Supervisors  
Chief Education Supervisors, CID & SGOD  
Division Engineer  
Administrative Officer  
Legal Officer  
Section Heads, SGOD  
Unit Heads, Administrative Offices  
Unit Heads, Office of SDS

Maka-Diyas, Makatao, Makakalikasan at Makabansa
III. SEND-OFF TO OUTGOING OIC-SDS FROM SDO-MARIKINA CITY TO SDO-LAS PINAS

Date: October 15, 2019 (Tuesday)  
Assembly Time/Venue: 4:30 AM at SDO Marikina  
Departure: 5:00 AM  
Participants:  
- Elementary & Secondary School Principals  
- Education Program Supervisors  
- Public Schools District Supervisors  
- Chief Education Supervisors, CID & SGOD  
- Division Engineer  
- Administrative Officer  
- Legal Officer  
- Section Heads, SGOD  
- Unit Heads, Administrative Offices  
- Unit Heads, Office of SDS  
- School BSP Coordinators in Type A Uniform

IV. WORKING COMMITTEES:

Executive Committee:  
- Dr. Elisa O. Cerveza  
  Chief Education Supervisor, CID  
  Officer-In-Charge, Office of ASDS
- Dr. Elizalde Q. Cena  
  Chief Education Supervisor, SGOD

Program & Invitation:  
- Curriculum Implementation Division

Transportation:  
- Ms. Zenaida S. Munar, PSDS/ Mr. Dominador Villafria, EPS
- Ms. Lilia G. Garperio, PSDS
- Mr. Marvin Magialang, PDO
- Ms. Ivy Coney Gamatero & Other EPSs & PSDSs

Bouquet/Lei:  
- Ms. Jovita Consorcia F. Mani, EPS  
  (Rondalla, Anklung, Chorale)

Usherettes:  
- Ms. Doris Jasme, SEPS  
  Schools Governance & Operations Division

Special Presentations:  
- Unit Heads, Administrative Offices

Food & Refreshments:  
- Unit Heads, Administrative Offices

Documentation:  
- Mr. Ryan Lee Regencia, Head, ICTU

V. Principals of SNES, MES and SEHS are requested to make necessary arrangements for students who are members the ANKLUNG – HIMIG KAWAYAN GROUP who will showcase their talents during the Welcome Ceremony for the Incoming OIC- Office of the Schools Division Superintendent. Members of the Anklung-Himig Kawayan Group are expected to be at the Schools Division Office-Marikina City on October 14, 2019, 2:00 PM (Monday).
Principals of teachers who are members of the Division Chorale and Rondalla are likewise requested to make necessary arrangements in order for them to render special presentations during the above cited Welcome Ceremony.

VI. Any expenses of the schools that may be incurred from this activity can be charged to local funds, subject to the existing accounting and auditing rules and regulations

2. Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatas, Makakalikasan at Makabansa