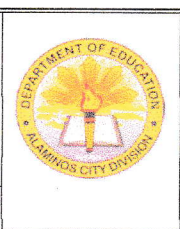
	Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ALAMINOS CITY Alaminos City DIVISION MEMORANDUM		Document Code: SDO-ALC-OSDS-SDS-QF-001 Revision: 00 Effectivity Date: 11-16-2018
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DIVISION MEMORANDUM
DM-2020-123

TO : Heads of elementary and secondary school and Assistant Principals
in the Division

FROM : Schools Division Superintendent

SUBJECT : Authority to Travel for the Management Committee meeting

DATE : March 09 2020

1. All heads of elementary and secondary schools and Assistant Principals in the Division are reminded to attend the first Management Committee meeting for the fiscal year 2020 on March 10, 2020, 8 o'clock in the morning at Kevin's Resort and Restaurant, Mamarlao, San Carlos City.
2. All attendees are instructed to prepare their Authority to Travel and to wear smart casual attire for the said meeting. Travel expenses of the attendees shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
3. For your information, guidance and strict compliance.


LORNA G. BUGAYONG PhD, CESO VI
 Schools Division Superintendent