



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DEPED Tagbilaran City Division
City of Tagbilaran

Website: www.depedtagbilaran.com
Email Add: dtagbilarancitydivision@yahoo.com
Telefax # (038)-501-9449 , (038) 422-8139, 422 8177



MEMORANDUM:

TO: MARIFE C. RALLOS, Finance Committee
MARILYN M. GOTIAY, Chairman Liquidation Committee
RETCHEL SUMAMPONG, Member
JENNIFER B. SARIGUMBA, Member
RAQUEL ARABACA, Member
ANTONETTE OGUIS, Member

FROM: VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent

SUBJECT: Use of Division Office Conference Room as a Venue for Liquidation of the
2016 City Meet Expenses

DATE: November 9, 2016

You hereby directed to prioritize the 2016 City Meet liquidation of expenses. As. Such you are permitted to use the Division Conference Room as a venue for your work. The room shall only be exclusive for such purpose until done.

For your information and guidance.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent 