



Republic of the Philippines
Department of Education
Region VII, Central Visayas
CITY SCHOOLS DIVISION-TAGBILARAN
City of Tagbilaran



MEMORANDUM:

TO : Echavia, Julie Marie – Faculty President - TCCES

SUBJECT : Request for Authority to Attend the 15th National Congress

DATE : September 14, 2018

1. This has reference to Regional Memorandum dated September 5, 2018. As such, you are hereby allowed to attend the activity on September 14, 2018 at Claret Seminary, 48 Cenacle Drive, Quezon City **on Official Business.**
2. Travelling and other incidental expenses shall be charge to School/Other funds subject to its availability and usual accounting rules and procedures.
3. For information and guidance.


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