



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



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## MEMORANDUM

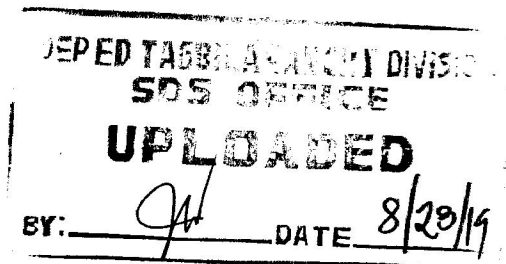
TO : ENGR. JUNICEL T. MANCHA  
ENGR. LOUENIE T. INDANAO

FROM : NERI C. OJASTRO Ed D, CESE  
Asst. Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

SUBJECT : “SEMINAR ON THE DIFFERENT PROCEDURES IN SCHOOL SITE  
ACQUISITION AND DOCUMENTATION (REGISTRATION AND TITLING)”

DATE : AUGUST 23, 2019

1. Pursuant to Regional Memorandum No. 0433, s. 2019, you are hereby directed to attend the forum entitled **Seminar on the Different Procedures in School Site Acquisition and Documentation (Registration and Titling)** on September 4-6, 2019 within Metro Cebu.
2. Food and accommodation shall be borne by the Office while travelling and other incidental expenses incurred shall be charged to Division MOOE funds subject to the usual accounting and auditing rules and regulations.
3. Please refer to the attached Memorandum for more details.
4. For your guidance and compliance.



*[Signature]*  
NERI C. OJASTRO Ed D, CESE  
Asst. Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent  
*[Signature]*