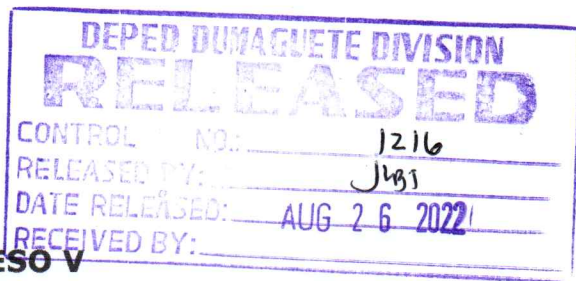


UNNUMBERED MEMORANDUM

To : **CONCERNED PERSONNEL**
From : **GREGORIO CYRUS R. ELEJORDE, Ed. D., CESO V**
Schools Division Superintendent



Date: August 25, 2022

Subject: **REGIONAL MANCOM VENUE PREPARATION**

1. In view of the Regional MANCOM on August 30-31, at Bravo Hotel, Sibulan, Negros Oriental, you are directed to help in the preparation of the venue and other items that need early set - up on August 29, 2022.
2. The following personnel are directed to report on Monday, Aug. 29, 2022:

Personnel	Tasks
Mr. Kim L. Faburada Mr. Alberto C. Diego, Jr. Mr. Mark tim Villanueva Mr. Bradley O. Besario	Bring, install, and set up ICT equipment, sound system and other items necessary for the MANCOM
Mr. Nikki Palencia Mr. Leonardo V. Brillo Mr. Rey Cordura Mr. Sean Adrian Guardiano	To drive the service vehicle (Innova) follow up and hang tarpaulin in the strategic areas to guide the participants, assist in putting up the supplies, materials, printers, and other decorative elements and make sure that the venue and other facilities are well attended to.
Ms. Corazon C. Punay Ms. Mae Anthonette Mongcopa	To take charge of the collection from the MANCOM participants (issue OR) and safeguard the collection, disburse funds for the payment of the accommodation and other expenses relative to the conduct of the activity.
Mr. Raul Albina	Drive the service vehicle(Van) to transport the materials and personnel.
Dr. Juditha O. Mapue Dr. Nelson A. Caday	Oversee and make sure that all preliminaries and other important concerns must be taken care of.

3. A Compensatory Overtime Credit (COC) shall be granted to the abovementioned personnel for the services rendered and accomplishment of the tasks.
3. for strict compliance.

GREGORIO CYRUS R. ELEJORDE, EdD., CESO V
Schools Division Superintendent