



DIVISION MEMORANDUM

No. 174 S. 2019

TO:

Name of District Focal Person	District
Evangeline Christine B. Lozaldo	Carrascal 1
Dante A. Grumo	Carrascal 2
Megenila C. Guillen	Cantilan 1
Carlos Tian Chow C. Correos	Cantilan 2
Regina Euann A. Puerto	Madrid 1
Madelyn V. Lozada	Madrid 2
Marvin C. Minguillan	Carmen
Bryan L. Arreo	Lanuza
Engr. Lea G. Gurimbao	Cortes 1
Camela G. Lerio	Cortes 2
Voltaire C. Asildo	Tago 1 & 2
Marilyn V. Quinto	Tago 3
Liza M. Guinguing	San Miguel 1 & 2
Danilo T. Alcantara	San Miguel 3
Jessilyn L. Cuadrillero	Bayabas
Edna E. Trinidad	Cagwait
Analiza G. Doloricon	Marihatag 1
Glee Cris S. Urbiztondo	Marihatag 2
Alexander D. Dapar, Jr.	San Agustin 1
Atty. Joseph Eric C. Lumactod	San Agustin 2
Alex S. Mistula	Liang 1
Marieto Cleben V. Lozada	Liang 2
Mercilita L. Peñaflorida	Barobo 1 & 2
Ucille P. Galvez	Barobo 3
Antonio V. Zalazar	Tagbina 1 & 2
Von Jason A. Casa	Tagbina 3
Rufino T. Reyes	Hinatuan North & South
Osias N. Manlucob	Hinatuan West
Jayson M. Orozco	Lingig 1
Leopardo P. Cortes, Jr.	Lingig 2 & 3

FROM:

Mari Lou B. Dedumo
MARILOU B. DEDUMO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT:

**ASSIGNMENT OF DISTRICT FOCAL PERSONS TO REPRESENT THE SCHOOLS
DIVISION SUPERINTENDENT DURING GRADUATION RITES**

DATE:

March 15, 2019



Republic of the Philippines
DEPARTMENT OF EDUCATION
CARAGA Administrative Region
DIVISION OF SURIGAO DEL SUR
Tandag City



1. You are hereby advised of your assignment to represent the Schools Division Superintendent during the Graduation Rites scheduled by the 37 Districts. Copies of the schedules are with the CID Chief, Dr. Celsa A. Casa.
2. Please see to it that all Graduation Rites will be from April 1-4, 2019 only, so that April 5, 2019 will be for your District meetings.
3. The Schools Division Superintendent, Assistant Schools Division Superintendent, the CID Chief and SGOD Chief will attend to any school of their choice. They will be coordinating with each other as to their schedules.
4. Please maximize the number of schools to be attended in such a way that 4 Graduation Rites can be attended in a day.
5. Please be guided by the Standard Operating Procedure (SOPs) such as:
 - a. Wearing of Filipiniana attire (barong/lady barong)
 - b. Order of Confirmation
 - b.1 Presentation – Principal
 - b.2 Recommendation – PSDS
 - b.3 Confirmation – Superintendent’s Representative
 - c. Reading of the Superintendent’s Message (by the Representative) as indicated in the program.
6. THIS WILL SERVE AS YOUR TRAVEL ORDER.