



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2023- 0226

To: Rebecca C. Sagot, CESO VI- ASDS
Eduard C. Amoguis, EdD – CID Chief
Ramel M. Pilo, SGOD Chief
Eric P. Indie, EdD – PSDS, Sto. Tomas West District
All Elementary and Secondary School Heads of Sto. Tomas West District

Subject: **Attendance of School Heads to the State of the Town Address (SOTA) of the Municipality of Sto. Tomas, Davao del Norte**

Date: March 24, 2023

1. In relation to the conduct of the State of the Town Address (SOTA) of the Municipality of Sto. Tomas, Sto. Tomas Davao del Norte. The field is hereby informed of the complete attendance of the school heads of Sto. Tomas West District on March 27, 2023, 2:00 pm at Sto. Tomas Municipal Gymnasium.
2. Further, the attire shall be Barong for the male and Filipiniana for the female. Meanwhile, since the activity will start at 2:00 pm it is required that at 1:30 pm school heads shall be at the said venue.
3. Travelling and other incidental expenses is chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. All concerned are required to strictly observe the health protocol as prescribed by the Inter-Agency Task Force (IATF) on COVID 19 during this pandemic.
5. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
6. Immediate dissemination of this memorandum to all concerned is desired.

ALLAN G. FARNAZO

Director IV
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent



[Signature]
ROSALINDA N. DIONIO
Administrative Officer V

