



DIVISION MEMORANDUM

No. 159 s. 2016

**To: Public and Private School Heads
School Paper Advisers
English Coordinators
All others concerned**

This Division

From: ALLAN G. FARNAZO, CESO IV
Regional Director / Concurrent Schools Division Superintendent

Date: June 25, 2016

**Subject: Emergency Meeting Re: Updates and Finalization of Activities for 2016
Division Schools Press Conference**



Please be informed of an emergency meeting for School Paper Advisers and English Coordinators on July 29, 2016 at 8:00AM, Library Hub, El Salvador City Central School, El Salvador City for final checking of activities, committees and other preparations relevant to the conduct of 2016 Division Schools Press Conference on August 4, 2016 at Molugan Central School, Molugan, El Salvador City. Please prepare updates (Powerpoint Presentation, if necessary) of your assigned committee:

- A. Different Committees
- **Program and Invitation** : REV. FR. MACKY CEBALLOS
 - **Registration and Attendance** : CHARIES JUNE A. YACAPIN
 - **Physical (Mapping of Contest Venue and Cleanliness)** : HIRAH MAE B. CHUA
 - **Stage Decoration and other Signage (Tarpaulin)** : ROY A. ABAD
 - **Sound Preparation** : ROQUE R. SABASAJE
 - **Accommodation, Token, and Foods Preparation** : MARIEL B. UBAUB
 - **Awards Preparation (Medals and Plaques)** : FRITZIE C. SILLABE
 - **Certificates Preparation** : PHOEBE JOY M. PACUT
 - **Documentation and Narrative Report** : NIEZEL F. TOLIBAS
 - **Security and ID Preparations** : MARILOU B. NACUA
 - **Press and Information Officers** : JESSICA MARIE R. ICAT
 - **Medical Team** : CECILLE Z. KHOBUNTIN
 - **Technical Preparation (Scoresheets)** : BALVE G. GRANIDO
 - **Secretariat** : REV. FR. MAX V. CEBALLOS
- B. Updates on the number of participants
C. Other matters: (Parents' consent, etc.)

For strict compliance.