



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City  
Jesus Street, Pulungbulu, Angeles City



Document Code: SDO-QF-OSDS-SDS-003  
Revision: 00  
Effectivity date: 10/31/2018  
Name of Office: **OSDS-SDS**

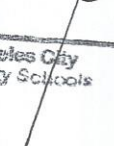
**DIVISION MEMORANDUM**

**RELEASED**

September 4, 2019

SEP 05 2019

**DIVISION MEMORANDUM**  
No. **305** s. 2019

By   
DepEd Angeles City  
Division of City Schools

To: Public Elementary, Junior and Senior High Schools


**GROUP MEETINGS OF ALL DISTRICT AND SCHOOL SPORT COORDINATORS**

1. Due to the suspension of classes yesterday, September 3, 2019, some district and school sport coordinators were not able to attend the scheduled division meeting of district and school sport coordinators held at Sto. Rosario Elementary School.
2. In this regard, there will be another scheduled group meetings of all district and school sport coordinators on **September 5, 2019 at 1 P.M.** in preparation for the budgetary requirements to be used in the conduct of the district and public high school meets with the supervision and assistance of the following principals:  
 North District = Ms. Nenita Orquia  
 East District = Mr. Nino Arceo  
 West District = Ms. Rita Dalusung  
 South District = Mr. Edweneto Bongo  
 Public High Schools = Ms. Czarina David
3. Likewise, the review of the proposed budgetary requirements prepared during the said group meetings before their submission to the city will be on **September 9, 2019, 1:00 P.M. at the SGOD Office** with the **above-mentioned principals and designated district and public high school sport coordinators.**
4. The following are the budget allotments, venues and agenda of the said meetings:

<b>VENUES:</b>	<b>BUDGET</b>
North District (9 schools) = CLEMENDES	P130,000.00
East District (15 schools) = AES	P135,000.00
West District (12 schools) = STATES	P135,000.00
South District (7 schools) = SRES	P125,000.00
Public High Schools (10 schools) = Angeles City Science HS	P132,000.00

**AGENDA:**

1. List of the winning athletes and coaches during the school intramurals
2. Payrolls (Surname, Given Name, MI, designation, school, signature), to be strictly submitted on **September 9, 2019.**
3. Budget Preparation: (to be strictly submitted on **September 9, 2019** for the preparation of the OBR and Voucher which should be submitted to the city on **Sept. 10, 2019.**)
  - Meals for Guests/Monitors and tarpaulin (official receipts, pictures and attendance sheets for liquidation)
  - Cash Incentives (Technical Officials) Meals P240/day (payroll with complete names and schools)
  - Materials to be used during the meet (official receipts and pictures for liquidation)
  - Medals or Cash Awards (official receipts and pictures or names of awardees for liquidation)
  - Cash Incentives (Athletes and Coaches) Uniform (payroll with complete names and schools)
  - Materials for Certificates (official receipts for liquidation)
5. Immediate dissemination and **strict compliance** with the contents of this Memorandum is desired.

  
**LEILANI S. CUNANAN, CESO V**  
Schools Division Superintendent