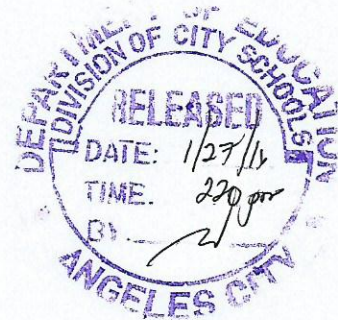




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulo, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 625-8912

MEMORANDUM

TO : **EMERITO C. NICDAO**, EPS 1-MAPEH
ARMIN TAYAG, Administrative Officer III/Supply Officer
ROLANDO RODRIGUEZ - Teacher III, FGNMHS
JOSELITO GONZALES, Teacher 1 (Angeles ES)
ALLAN NAGUIT, Master Teacher 1 (Dr. Clemente N. Dayrit Sr. ES)

FROM : **SDS LEILANI S. CUNANAN**

SUBJECT : Conduct Ocular Inspection at Paombong Central School, Paombong, Bulacan

DATE : January 27, 2016

Please be informed that you will be conducting an ocular inspection on the billeting quarters of the Angeles City Delegation at Paombong Central School, Paombong, Bulacan on February 2, 2016.

The objectives are:

- a. To conduct an on-site inspection on the rooms, electrical installation, waterworks system of the school and its premises to ensure the safety of the delegates during the duration of CLRAA 2016.
- b. To conduct an on-site inspection and validation on the proper utilization and maximizing all available classrooms that will be utilized as sleeping quarters of the delegates during their stay in the school.
- c. To provide advisory on the proper planning and utilization before the arrival of the Angeles City delegates.

Expenses related to the conduct of ocular inspection and validation shall be charged against SEF subject to the usual accounting and auditing rules and procedure.

For your compliance.

LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent

cc: *Mr. Armin Tayag, Administrative Officer III*
Ms. Estrellita D. Lecaros, Principal, FGNMHS
Ms. Ana Meria Magtoto, Principal Angeles ES
Ms. Fernanda Camava, Principal Dr. Clemente N. Dayrit Sr. ES