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Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID 2025-0806

To : Assistant Schools Division Superintendent
 Chief Education Supervisor, CID
 Chief Education Supervisor, SGOD
 Public Elementary and Secondary School Heads/Principals
 All concerned

Subject: **ATTENDANCE TO THE PRELIMINARY ACTIVITIES AND
 PREPARATION OF THE PCAA MEET SECRETARIAT**

Date : November 21, 2025

In line with the conduct of the Panabo City Athletic Association (PCAA) Meet, all members of the PCAA Meet Secretariat are hereby directed to report to the Panabo Central ES SPED Center on November 24-25, 2025, for the preliminary activities and preparation of all secretariat-related tasks.

The two-days preparation will cover the following:

- Finalization of working committees' documents and communication flow
- Preparation and organization of forms, certificates and materials
- Setting up the secretariat office and operational systems
- Other tasks are necessary for the smooth conduct of PCAA meet

All personnel concerned are expected to attend and perform their assigned duties diligently and on time.

Travelling expenses of the participants are chargeable against School MOOE/Local Funds for school participants and Division MOOE for division participants all are subject to the usuals accounting and auditing rules and regulations.

For your information and guidance.

Incl.: As stated
 CID/JEY/ESD

JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

By the authority of the SDS

JANWARTO E. YAMOTA
 Chief ES, Curriculum Implementation Division

RELEASED



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