



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF IFUGAO**  
Lagawe



**DIVISION MEMORANDUM**

No. 227 s. 2017

**TO:** All School Heads  
This Division

**FROM:** **FELIPE L. BALLITOC**  
OIC-Schools Division Superintendent

**SUBJECT:** **SEMINAR ON LEADERSHIP & PARLIAMENTARY PROCEDURE OF DIVISION SSG & SPG FEDERATION OFFICERS & THEIR ADVISERS**

**DATE:** 14 August 2017

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1. Addendum to Division Memorandum No. 206 s.2017 regarding the training on leadership & parliamentary procedure for the division SSG & SPG federation officers together with their advisers on August 17 – 19, 2017 at Ammungan Hall, Division office, Lagawe, Ifugao. Arrival of participants and training starts on August 17, 2017 at 8:00 in the morning;
  2. Meals and snacks of participants will be shouldered by SDO Ifugao under SEF while transportation and accommodation expenses will be charged to school MOOE subject to the usual accounting and auditing rules and regulations;
  3. Attached is the program of activities as agreed during the SSG/SPG planning in July 7, 2017;
  4. SSG/SPG Advisers shall be granted a one day service credit;
  5. Immediate dissemination of and strict compliance to this memorandum is directed.

