



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



SDO Memorandum  
No. *151* s. 2017

June 6, 2017

**FIELD STAFF MEETING**

To : All SDO Staff and Personnel  
Elementary and Secondary School Heads

1. A Field Staff Meeting is scheduled on June 15, 2017 at the Lagawe District Open Gymnasium, Lagawe, Ifugao. Registration starts at 7:30 AM followed by the meeting proper at 8:30 AM. The Turnover of the Outgoing and Incoming Schools Division Superintendents will be at 10:00 AM. Each municipality is advised to prepare a number/presentation to be presented not more than 5 minutes.

2. Participants to this activity are as follows:

	Participants	Number
1	SDO Staff & Personnel	94
2	Elementary School Heads	130
3	Secondary School Heads	44
4	Visitors	20
5	LGUs	22
	<b>TOTAL</b>	<b>310</b>

3. Meals & snacks will be provided while transportation and other incidental expenses shall be charged against school or other local funds subject to the usual accounting rules and regulations.

4. Immediate and widest dissemination of this Memorandum to all concerned is desired.

  
**SALLY B. ULLALIM, CESO V**  
Schools Division Superintendent