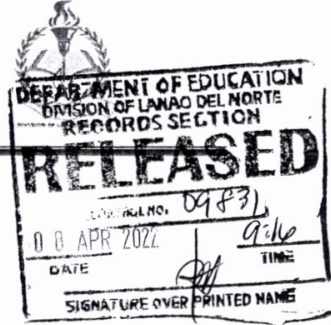




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF LANA O DEL NORTE**  
[lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)



DIVISION MEMORANDUM

No. 169 S. 2022

TO:

**MAIGO DISTRICT PERSONNEL:**

ALL SCHOOL HEADS  
ALL BAC MEMBERS  
ALL INSPECTORATE TEAMS  
CANVASSER/S  
BOOKKEEPER/S  
DISBURSING OFFICER/S  
ADMINISTRATIVE OFFICER II  
DISTRICT NURSE  
AMELITA BAGOL, PSDS

**DIVISION OFFICE PERSONNEL:**

ROSEMARIE T. MACESAR, ASDS  
MARIA CARMELA T. ABLIN, SGOD Chief/BAC Chairman  
ATTY. MYRAFLOR O. ARMAS, Legal Officer  
ARMANDO B. PASOK, AO-V  
TORR AURELIO M. ARDON, Accountant III  
EMILY S. PADAYHAG, AO-V, Budget Officer III  
MARIAM A. MAPANDI, Cashier - *Signature*  
CHERRY BETH A. GUPIT, Supply Officer III  
ALVA JOY N. MUGOT, BAC Secretariat  
JHUMAR B. KILAT, Support Staff  
HEARTLAIN DELOS REYES, Support Staff  
CHRISTINE MILO MARAMOT, Support Staff  
*This Division*

FROM:

*for: [Signature]*  
**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent *[Signature]*

DATE:

**April 7, 2022**

SUBJECT:

**MAIGO DISTRICT ORIENTATION AND COACHING ON  
PROCUREMENT PROCESSES AND OTHER FINANCIAL MATTERS**

This Office will conduct an **Orientation and Coaching on Procurement Processes and Other Financial Matters** to Maigo District personnel. Hence, all the participants of Maigo District and others mentioned above are directed to be at Evergreen Gardens, Esperanza, Bacolod, Lanao del Norte on April 22, 2022 at 8:00 in the morning. The venue, projector, sound system, Attendance Sheet and Certificate of Appearance shall be prepared by the Public Schools District Supervisor. Mrs. Amelita Bagol, PSDS of Maigo District, shall coordinate also with the local IATF for the instruction on covid protocols.

Those School Heads of the District affected by the reshuffling shall submit a new set of Bids and Awards Committee (BAC) Members and Inspectorate Teams following the old template. This will be submitted during the orientation.

Travelling expenses of the participants shall be charged against local fund/MOOE subject to availability of funds, accounting & auditing rules and regulations.