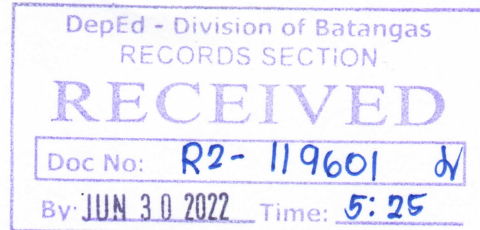




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



June 30, 2022

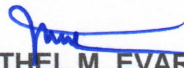
DIVISION MEMORANDUM

No. 203, s. 2022

**DIVISION MEETING CUM WORKSHOP ON THE PREPARATION OF DOCUMENTS
FOR THE ISSUANCE OF SPECIAL ORDER (SO) FOR GRADUATING
GRADE 12 LEARNERS FOR SY 2021-2022**

TO: Assistant Schools Division Superintendents
Chief Education Supervisors, SGOD and CID
Education Program Supervisor in-charge of Private Schools
Public Schools District Supervisors
Private Elementary and Secondary School Heads
All Others Concerned

1. There will be a Division Meeting cum Workshop on the Preparation of Documents for the Issuance of Special Order (SO) for Graduating Grade 12 Learners, SY 2021-2022 on July 15, 2022, from 8:00 AM to 3:00 PM at The Blue Sapphire Social Events Corporation, Brgy. Sico, Lipa City.
2. Participants to this activity are private schools with Grade 12 Graduating Students. Concerned private schools shall have a maximum of two (2) attendees only, preferably the one in charge with the SO documents and the principal. For registration of participants please contact PRISAB Officers and coordinators for details.
3. For the workshop, each school shall bring laptop, portable or personal internet connection, extension cord and soft copy of SO documents.
4. All are required to present vaccination card upon entry. Policies, orders and precautionary measures given by the Department of Health (DOH), Department of Education (DepEd), Inter-Agency Task Force (IATF) and other agencies for safety of the participants shall be strictly implemented.
5. For inquiries, please contact Dr. Marian L. Arias, Education Program Supervisor I at mobile number **09190814734**.
6. Travel and other expenses of the division participants relative to this activity shall be charged against division funds subject to the usual accounting and auditing rules and regulations.
7. For information, guidance, and compliance.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R0/03-02-2021



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