



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF LAPU-LAPU CITY
Telefax # 340-5378/340-7354



September 22, 2014

DIVISION MEMORANDUM NO. 174. s. 2014

TO : Education Program Supervisors
District Supervisor/Districts-in-Charge
Elementary and Secondary School Administrators

FROM : **DR. EDUARDO A. OMPAD**
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT : **KICK-OFF NITE SCHEDULE, CONTRIBUTION, ATTIRE
AND ATTENDANCE**

1. To signify the formal launching of the forthcoming City Fiesta Celebration, the Kick-Off Nite will be on October 3, 2014 (Friday) at 8:00 o'clock in the evening at Lapu-Lapu City Auditorium.


2. To help defray necessary expenses, please be guided of the following contributions:

Schools Division Superintendent	-	Php 1,000.00
EPS-I and PSDS	-	300.00
Administrators & Master Teachers	-	100.00
Teachers & Non-Teaching Personnel	-	50.00

3. All School Administrators shall remit the said contribution to Mrs. Teresita Trazo on September 29, 2014, which will be likewise remitted by her to the City Treasurer, Mrs. Elenita Catagcatag on September 30, 2014 (Tuesday).

4. Please wear smart casual.

5. For immediate dissemination.


DR. EDUARDO A. OMPAD
Officer-in-Charge
Office of the Schools Division Superintendent