



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

**MEMORANDUM No.** 220,  
**Series of 2022**

**FOR :** OFFICE OF THE CITY MAYOR

**SUBJECT :** REQUEST FOR THE ISSUANCE OF OFFICE ORDER TO CASH ADVANCE FOR THE PARTICIPATION OF SCHOOLS DIVISION OF TACLOBAN CITY TO DEPED REGIONAL AND NATIONAL INVITATION SPORTS COMPETITION

**THRU :** ATTY. ANACLETO REI A. LACANILAO III  
 Chief-of-Staff/City Administrator

**DATE :** 16 MAY 2021

Greetings!

The DepEd - Schools Division of Tacloban City will participate the Regional Invitational Sports Competition for Athletics Events on May 18-21, 2022, at Ormoc City and the National Invitational Sports Competition for Volleyball Girls Event on May 23-28, 2022, at Dumaguete City as well as for the Athletics Events on May 27-June 1, 2022, at Iloilo City.

In connection thereof, may I humbly request for the issuance of Office Order of RICHELLE CAMPO to cash advance in the amount of Five Hundred Six Thousand and Seven Hundred Pesos Only (P506,700.00) to cover the expenses during the participation to the sports events stated above charged to the Sports Development Program under the Special Education Fund.

Attached herewith are the memorandums issued by DepEd Regional Office (RM No. 372, s. 2022 & RM No. 409, s. 2022), Unnumbered Office of the Undersecretary Memorandum entitled "National Invitational Sports Competition" dated 21 March 2022, and Local School Board Resolution No. 2022-05-011 for your reference.

For concerns, you may contact the SDO Tacloban City - Division Sports Office through the Division Sports Officer CRISVILL M. VILLAMOR at 09085564721 or email at [crisvill.villamor@depd.gov.ph](mailto:crisvill.villamor@depd.gov.ph).

Thank you.

**MARIZA S. MAGAN EdD, CESO V**  
 Schools Division Superintendent

C/KV/2022  
 11-13 PM

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