



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

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5. Identified participants are enjoined to make instructional catch-up plan which shall be delivered by the Department Head or whoever is assigned by the School Head to ensure that learning competencies and other programs and projects are being delivered during their absence.
6. Expenses incurred relative to the conduct of this activity shall be charged against School-Learners Day – Other MOE Funds, and Local Funds/MOOE subject to the usual accounting and auditing rules and regulations.
7. For more details, contact the following focal persons:  
  
**JENNITH S. GABISAY**  
Senior Education Program Specialist  
Social Mobilization and Networking Unit  
  
**REYNALDO P. PAGAYANAN, EdD**  
President, Tacloban City Federated Faculty Club  
09171834880
8. Immediate dissemination of this Division Memorandum and compliance thereto are highly desired.

*Capulson*  
**SHERLITA A. PALMA EdD, CESO VI**  
Schools Division Superintendent *AS*