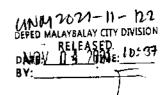


Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY



UNNUMBERED MEMORANDUM

To:

SHOSHANIM A. LOLO, Special Teacher I, Bukidnon NHS ALLAN I. BELDEJO, Special Teacher I, Bukidnon NHS XIAN APRIL JUDE P. ALAS, Teacher I, Bukidnon NHS PEANNIE LYN P. ARTIANZA, Teacher I, Bukidnon NHS

GERALD CUTILLAS, Teacher I, Bukidnon NHS BERNEL T. VASAYA, Teacher I, Bangcud NHS

JOHN DEREK BINGAT, Teacher I, CHRISTY A. CAYNE, Teacher I,

JOHN DEREK BINGAT, Teacher I, Indalasa ES

MA. SOFIA S. REYES, Teacher I, MCCS JADE GRACE C. CABAÑELEZ, ADAS

SUNSHINE GAMBOA, ADAS

Division of Malayabalay

From:

VICTORIA V. GAZO
Schools Division Superintendent

Date:

November 4, 2021

Subject:

SPECIAL CONFERENCE FOR 2021 INSTITUTIONAL CONFERMENT

- 1. In line with the **Division Memo 546, s. 2021, Institutional Conferment**: Search for Outstanding Distance Learning Implementer and Outstanding Learning Modality Implementer Technical preparation.
- 2. The above-mentioned members are hereby directed to attend the Special Conference for 2021 Institutional Conference meeting on November 5, 2021, 9:00am to 12:00pm at Malaybalay City Division, Casisang, Malaybalay City.
- 3. The meeting will discuss about the following:

Technical Preparation:

- i. Lay-outing
- ii. Template Design
- iii. Graphics Accent
- iv. Recording (Voice Over)



Address- Sayre Hi-way, Purok5, Casisang, Malaybalay CitY Telefax (088) 314-0094 Telephone No.: 088(13-1245

Email: Malaybalay.city@deped.gov.pn



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- v. Intro & Extro (Sound effect)
- vi. Sound Bed for Awarding
- vii. Delegation of Tasks
- viii. Others

4. Should there be queries, contact **Mr. Rex C. Dacanay, Education Program Specialist II, HRD at 09177055496.**

Enclosure:

As stated

Copy furnished:

Records Unit

TO BE POSTED IN THE WEBSITE



Email: Malaybalay city@deped.gov.ph