



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

UNM 2021-11-122  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: 11 3 2021 TIME: 10:37  
 BY: \_\_\_\_\_

**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 Conferment** 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)





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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**



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