



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

UNM-2022-08-078

DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: 01/26 Time: 9:39

By: **UNNUMBERED MEMORANDUM**

To: **PEANNIE LYN P. ARTIANZA**
BERNEL T. VASAYA
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MA. SOFIA S. REYES
JADE GRACE C. CABAÑEZ
MICHELLE O. CAMINERO
CATHERINE S. KEE
JEFFREY ABROGAR
ANGIE PERIA
HAZELLEL MAE C. SAMBAYON
ESTEVE NULADA
DOREEN KRISTEL GONZALES
KARL LOUIS I. PAGARAN
PATERNO PADUA

Division of Malaybalay

From: **VICTORIA V. GAZO**
 Schools Division Superintendent

Date: August 25, 2022

Subject: **SPECIAL CONFERENCE OF THE TECHNICAL WORKING GROUP FOR THE 2022 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 ICON members are hereby directed to attend the **Special Conference on August 30, 2022, 1:30 pm to 5:00pm at GAD Hall, Malaybalay City Division, Casisang, Malaybalay City.**
3. The meeting will discuss about the following:



Address- Sayre Hi-way, Purok5, Casisang, Malaybalay City
 Telefax (088) 314-0094 Telephone No.: 088(13-1245
 Email: Malaybalay.city@deped.gov.ph





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Technical Preparation:

- i. Lay-outing
- ii. Template Design
- iii. Graphics Accent
- iv. Recording (Voice Over)
- v. Intro & Extro (Sound effect)
- vi. Sound Bed for Awarding
- vii. Delegation of Tasks
- viii. Other Matters

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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