



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

2023-85610

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DEPED MALAYBALAY CITY DIVISION
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By:

UNNUMBERED MEMORANDUM

To: Brendon Estrada, Manalog IS-Host
Doreen Khrystel Gonzales, Kalasungay NHS- Host
Al Grant Tortola, Lunokan ES- Host
Esteve Nulada, Apo Macote NHS- Voice Over
Angie Peria, Dapulan ES-Documentary Script Writer
Hazel Mae C. Sambayon, San Jose ES- Documentary Script Writer
Karl Lois C. Pagaran, SGOD-Documentary Editor/Director
ICON TWG Chairperson

From: *for*
CHERRY MAE L. REYES
Schools Division Superintendent

Date: November 29, 2023

Subject: **SPECIAL MEETING FOR THE 2023 INSTITUTIONAL CONFERMENT**

1. In line with the preparation of the **Search for the Most Outstanding Teaching and Non-Teaching Personnel 2023 Institutional Conferment (2023 ICON Awards)**, this Office hereby directs the abovementioned personnel to attend the **Special Meeting for the 2023 Institutional Conferment on December 1, 2023** at 9 o'clock in the morning at the Division GAD Hall, Casisang, Malaybalay City.
2. All Technical Working Group chairpersons shall attend the Special Meeting to give updates on the preparation of the upcoming activity at the same venue, date, and time.
3. In addition, **SEPS Edelina M. Eborá** shall serve as the chair of the Decoration Committee and shall supervise the script writing process and rehearsal of the hosts together with **EPS Rachel R. Valde**.
4. Should there be queries contact **Woodrow Wilson B. Merida**, Senior Education Program Specialist, Human Resource Development at 09664752094.

Copy furnished:
Records Unit/HRD-WWBM



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