




Republic of the Philippines
Department of Education
National Capital Region

REGIONAL MEMORANDUM

ORD-2024- 065

TO : **SHERRYL T. GAYOLA, CESO V**
Schools Division Superintendent
SDO Pasig City

FROM : **JOCELYN DR ANDAYA** 
Director IV

SUBJECT : **CONDUCT OF SCHOOL VISIT TO GATHER INPUT AND RECOMMENDATION FOR THE PROPOSED SCHOOL CALENDAR YEAR 2024-2025**

DATE : January 16, 2024

1. This has reference to Memorandum dated January 12, 2024, signed by Noel T. Baluyan, Assistant Secretary for Administration, Officer-In-Charge, Planning Service, re: above-captioned activity via online modality (Luzon Cluster) relative to the above-captioned activity, contents of which are self-explanatory, for information and appropriate action.

2. Below is the schedule of the following short visits:

DIVISION	SCHOOL	DATE
Pasig	Rizal High School	January 12, 2024, 2:00 PM onwards
	Nagpayong Elementary School	
	Pasig Elementary School	

3. Immediate dissemination of this Memorandum is desired.

Encls: as stated CLMD/ACG2024

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Republic of the Philippines
Department of Education
PLANNING SERVICE

Office of the Director

MEMORANDUM

TO : JOCELYN DR. ANDAYA
Regional Director, National Capital Region

ATTENTION : AURELIO G. ALFONSO
Officer-in-Charge/Schools Division Superintendent, Mandaluyong City

SHERYLL T. GAYOLA
Schools Division Superintendent, Pasig City

FROM : NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge Planning Service

**SUBJECT : Conduct of School Visit to Gather Input and Recommendation for
the Propose School Calendar Year 2024 – 2025**

DATE : 12 JANUARY 2024

In lieu of the propose school calendar for SY 2024 – 2025, the Planning Service – Office of the Director (PS-OD) would like to seek assistance to gather inputs and recommendation from school level pertaining to report preparation and checking.

Initially, the PS-OD identified the following school level for a conduct of short visit that will be held on **12 January 2024 (Friday)** and **15 January 2024 (Monday)**:

Pasig (12 January 2024, 2PM onwards)

1. Rizal Highschool Nagpayong Elementary School
2. Pasig Elementary School

Rizal (15 January 2024)

1. FP Felix Memorial National Highschool
2. Cainta Elementary School

The PS-OD preferably to have the teacher (focal person) assigned in the preparation of school forms and other reports in the aforementioned consultation activity.

Thank you very much for the usual support and cooperation.