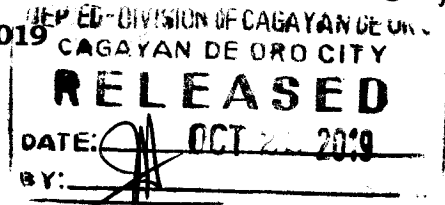


Department of Education  
Region X- NORTHERN MINDANAO  
DIVISION OF CAGAYAN DE ORO CITY  
Fr. William F. Masterson, SJ Avenue,  
KM5, Upper Balulang, Cagayan de Oro City



October 21, 2019

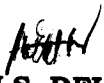


**MEMORANDUM**

TO: **ELEANOR CONSEJO H. ROLLAN**  
Education Program Specialist II

**ATTENDANCE TO THE CITY IMPLEMENTATION TEAM (CIT) ANNUAL PLANNING  
WORKSHOP FOR 2020**

1. With reference to letter-invitation of City Social Welfare Office, you are hereby directed to attend the City Implementation Planning Workshop for 2020 on October 22-24, 2019 at Saddle Ridge Camp, Dahilayan, Manolo Fortich, Bukidnon.
2. Travel and other incidental expenses shall be charged to local funds, subject to auditing and accounting rules and regulations.
3. Immediate and wide dissemination of this Memorandum is desired.

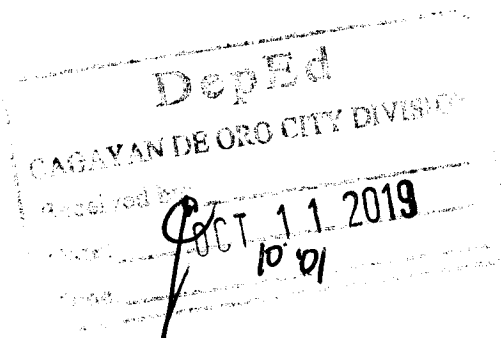
for:   
**JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
Schools Division Superintendent



Republic of the Philippines  
City of Cagayan de Oro  
**OFFICE OF THE CITY MAYOR**

**cagayan  
de oro**  
city of golden front

**MEMORANDUM**  
NO. 1227-19



Date 09 October 2019

TO **DR. JONATHAN S. DELA PEÑA, Ph.D.**  
*School Division Superintendent, Department of Education*  
**ATTY. BEDA JOY B. ELOT, CPA, MM**  
*City Accountant*  
**MR. TEODORO A. SABUGA-A, JR.**  
*Acting City Administrator, Concurrent In-charge, CSWDO*  
**ENGR. JANE J. DOCALLOS, MNSA, CESO V**  
*City Director, Department of Interior and Local Government-Region Office X*  
**DR. LORRAINE J. NERY, RN, MD, MHA**  
*Office-In-Charge, City Health Office*

Re **AUTHORITY TO ATTEND**

In the exigency of public service and acting upon the request of Ms. MARISA M. TAGARDA, City Social Welfare Officer, OIC-CID, you are hereby invited to attend the City Implementation Team (CIT) Annual Planning Workshop for 2020 on October 22-24, 2019 at Saddle Ridge Camp, Dahilayan, Manolo Fortich, Bukidnon.

For your guidance and compliance.

  
**OSCAR S. MORENO**  
City Mayor ✓

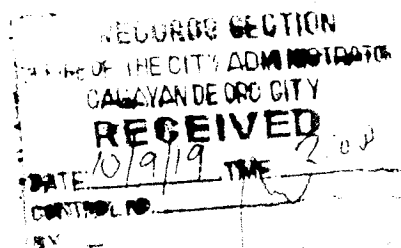


COMMUNITY IMPROVEMENT DIVISION  
Chief Executive Department  
City Hall, Cagayan de Oro City

cagayan  
de oro

October 9, 2019

**MR. TEODORO A. SABUGA-A, JR.**  
City Administrator  
City Administrator's Office  
Cagayan de Oro City



Dear Mr. Sabuga-a,

The undersigned would like to respectfully request for a Notice of Invitation for the following City Implementation Team (CIT) to attend the **CITY IMPLEMENTATION TEAM (CIT) ANNUAL PLANNING WORKSHOP FOR 2020** held on October 22-24, 2019 at Saddle Ridge Camp, Dahilayan, Manolo Fortich, Bukidnon, to wit:

**Dr. JONATHAN S. DELA PEÑA, Ph.D.**  
School Division Superintendent  
Cagayan de Oro City  
Department of Education (DepEd)

**Engr. JANE J. DOCALLOS, MNSA, CESO V**  
City Director  
Department of Interior and Local Government (DILG)  
Regional Office X

**Atty. BEDA JOY B. ELOT, CPA, MM**  
City Accountant  
Cagayan de Oro City

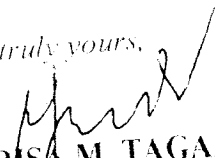
**Dr. LORRAINE J. NERY, RN, MD, MHA**  
Officer-In-Charge  
City Health Office

**Mr. TEODORO A. SABUGA-A, JR.**  
Acting City Administrator  
Concurrent In-Charge, City Social Welfare and Development Officer

Attached herewith the letter form the Commission on Population (POPCOM) with Mayor's notation.

Anticipating with thanks for your most favorable response:

Very truly yours,

  
**MARISA M. TAGARDA**  
City Social Welfare Officer  
CID-OIC

Free food, transportation  
accommodation, meeting place  
POPCOM X - 9:00 a.m. Oct. 22, 2019

  
MARISA M. TAGARDA RSW, MHA  
City Social Welfare Officer