



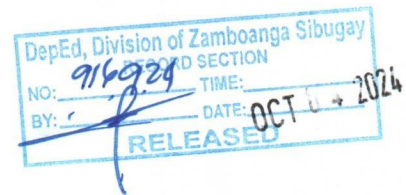
Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

04 October 2024

DIVISION MEMORANDUM  
NO. 425, s. 2024

**REQUEST FOR IT SUPPORT AND PARTICIPATION IN PLANNING MEETING FOR THE  
2024 RESEARCH CONGRESS**

To: Division and District Research Committees  
All concerned District Heads and School Heads  
All identified IT personnel  
This Division



1. In preparation for the 2024 Division Research Congress scheduled for October 16-17, 2024, this Office requests the presence of the following IT personnel for a planning meeting to discuss essential preparations related to the event:

- a) Christopher Cainglet
- b) Pilardito Morgia
- c) Miguel Napoleon Calizar, Jr.
- d) Arturo Esteves
- e) Ian Esperanza
- f) Mac Jay Martin

2. The abovementioned personnel are requested to be in the Division IT Office on October 11, 2024, to discuss the following key areas:

- a. Preparation of Audio-Visual Presentations (AVPs)
- b. Event coverage and technical support
- c. Coordination of technology requirements and logistics
- d. Any additional tasks necessary to ensure a successful congress

4. All expenses relative to this activity will be to Maintenance and Other Operating Expenses (MOOE), subject to accounting and auditing rules and regulations.

5. This Memorandum serves as the travel authority of the concerned personnel.

6. Immediate dissemination of this Memorandum is desired.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

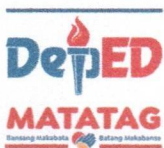
Reference: DO 16, s. 2017

To be indicated in the perpetual index under the ff. subjects:

RESEARCH INNOVATIONS PROGRAMS

ZS-DM-SGOD-P&R-2024-10-225-0

GCC-20241004



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