



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Office of the Schools Division Superintendent

UNNUMBERED MEMORANDUM

To: **Maila B. Ceguera**
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From: **MARIA-MAGNOLIA F. BRIOSO, CESO VI**
OIC-Schools Division Superintendent

Subject: **COORDINATION MEETING FOR THE HOSTING OF THE REGIONAL
SCIENCE, TECHNOLOGY, FAIR, ROBOTICS COMPETITION**

Date: **October 22, 2026**

1. In preparation for the hosting of the Regional Science and Technology Fair and Robotics Competition for School Year 2026–2027, the Schools Division Office of Iriga City shall conduct a coordination meeting on **October 23, 2026, at 9:00 a.m. at Iriga Central School** to discuss the necessary preparations, logistical requirements, and other arrangements to ensure the successful conduct of the event.
2. The meeting aims to establish clear coordination among the concerned school heads, division personnel, committees, and other stakeholders regarding the preparation of venues, logistical support, technical requirements, resource mobilization, safety and security measures, promotion, and the conduct of the opening, closing, and awarding ceremonies.
3. All concerned School Heads & Personnel are enjoined to attend the meeting and actively participate in the discussions. They are likewise encouraged to raise potential concerns and recommend appropriate measures to address the requirements and ensure the successful hosting of the event.
4. All expenses relative to the attendance of the concerned School Heads and Personnel at this meeting shall be charged against their respective school's Maintenance and Other Operating Expenses (MOOE) or other appropriate regular funds, subject to the availability of funds and compliance with existing accounting and auditing rules and regulations.
5. This Memorandum shall serve as the **Travel Authority** of the concerned School Heads to attend the aforementioned coordination meeting on the specified date, time, and venue.
6. For information, guidance, and appropriate action.