



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

2024-10-23-0953



**Office of the Schools Division
 Superintendent**

October 21, 2024

DIVISION MEMORANDUM
 SGOD-2024- 9 6 4

TO : SCHOOL HEAD - NNCHS
DIVISION DRRM COORDINATOR
DIVISION ENGINEERS & PROJECT ENGINEERS
ALL OTHERS CONCERNED

SUBJECT : PRE-CONSTRUCTION MEETING FOR THE CONSTRUCTION OF SDO
BUILDING

DATE : OCTOBER 25, 2024

1. You are invited to attend a Pre-construction Meeting concerning the Construction Two (2)-storey DepEd Division Office Building with Roof Deck.
2. Details of the meeting are as follows:
 Date : October 25, 2024
 Time : 8:30 am
 Venue : Nabunturan National Comprehensive High School
3. Your presence is vital to discuss key project scope, schedule, safety protocols, communication process and strategies moving forward.
4. This memorandum serves as your Authority to Travel (ATT).
5. For information, guidance and compliance.

[Signature]
PHOEBE GAY L. REFAMONTE, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



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