



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

February 19, 2024

**DIVISION MEMORANDUM**

To: Public Schools District Supervisors/ OIC-PSDS  
Secondary School Heads Concerned  
All Others Concerned

**MEETING OF THE UNILAB-KAAKBAY SCHOOL COORDINATORS  
WITH THE UNILAB-KAAKBAY TEAM**

1. In reference to the letter sent through email by the Unilab Foundation-Kaakbay, a **face-to-face meeting of the Unilab-Kaakbay school coordinators with the Unilab-Kaakbay Project Team and the Schools Division Superintendent shall be conducted on February 21, 2024 at 2:00 PM at SDO-Sorsogon QMS Center** to discuss important matters pertaining to the implementation of the Unilab-Kaakbay Project in the identified schools in the Division.
2. In this regard, the two (2) Unilab-Kaakbay school coordinators per school of the following STE/STEM schools are requested to attend the said meeting:  

Donsol National Comprehensive High School  
Pilar National Comprehensive High School  
Gubat National High School  
Gallanosa National High School  
Bulan National High School
3. Travel and other incidental expenses of the participants shall be charged against local funds/ school MOOE, while other expenses that may be incurred in the Division relative to the conduct of this activity shall be charged against local funds/ Division MOOE subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and compliance of all concerned.

**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Landline: (056) 211-6461  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



13 February 2024

**DR. WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent  
Department of Education, Province of Sorsogon  
Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon

Dear **Dr. Gando**,

Warmest greetings from the Unilab Foundation, Inc.!

This is in reference to the letter we sent through email dated January 22, 2024, regarding our proposed meeting scheduled for February 20. In the same letter, we requested to meet the school coordinators from the five pilot schools: 1) Donsol National Comprehensive High School; 2) Pilar National Comprehensive High School; 3) Gubat National High School; 4) Gallanosa National High School; and 5) Bulan National High School.

Regrettably, due to unforeseen constraints in flight availability, **we would like to request this face-to-face meeting to be rescheduled to February 21, anytime in the afternoon.**

Kindly inform us at your earliest convenience if the proposed rescheduled date aligns with your schedule. Should you require further details, please contact our Project Specialist, **Ms. Danella Valera**, at 0917-546-6313 or thru [danelia.valera@unilabfoundation.org](mailto:danelia.valera@unilabfoundation.org). We look forward to continuing partnership with you to create a positive impact on the health and well-being of our community in Sorsogon.

All for a #HealthierandFutureReadyPH,

A handwritten signature in black ink, appearing to read "Joan Armada-Urieta".

**Joan Armada-Urieta**  
Programs and Strategic Support Director

Unilab Foundation, Inc.