





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

MEMORANDUM

TO: Concerned Elementary and Secondary School Heads
All Project Development Officers I

FROM:  **JOSE L. DONCILLO, CESO V**
Schools Division Superintendent

DATE: July 14, 2025 

SUBJECT: **NOTICE OF MEETING**

1. As part of the continuing pursuit of improvement in project workflow and identifying key areas where efficiency and deliverable quality can be enhanced, this Office hereby announces this notice of meeting for Project Development Officers I on **Tuesday, 15 July 2025 at 09:30AM**, to be held at the **SGOD Office, DepEd Building, Balogo Sports Complex, Balogo, Sorsogon**.
2. The agenda of the meeting are the following:
 - a.) Establishment of roles and responsibilities in school.
 - b.) Re-orientation of KRA's
3. Travelling Expenses shall be charged against the School MOOE/Local funds while snacks shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
4. For your information, guidance, and compliance.