



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY




28 Feb. 2025

DIVISION MEMORANDUM
No. 077, s. 2025

ORIENTATION ON ACTIVITY REQUEST, AUTHORITY TO CONDUCT AND LIQUIDATION

To: Assistant Schools Division Superintendent
Chief ES, SGOD
Chief ES, CID
Public Elementary and Secondary Schools

1. The Schools Division Office of Angeles City will conduct an Orientation on Activity Request, Authority to Conduct, and liquidation March 3, 2025 (Monday) from 1:00 p.m. to 4:00 p.m. at the Gabaldon Building.
2. All Public Elementary and Secondary (Non IUs) School Heads, Administrative Officers and Administrative Aides responsible for preparing the Activity Request (AR) and Authority to Conduct (ATC) are required to attend.
3. Wide dissemination of and strict compliance to this Memorandum is earnestly desired.


Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

FORMS ELEMENTARY JUNIOR SENIOR

MQC/PAR/February 28, 2025