



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 27, 2024

DIVISION MEMORANDUM
No. 111, s. 2024

INSTRUCTION ON THE EOSY REQUESTS TO THE LGU-ESSO

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
CID, SGOD, and OSDS Unit/Section Heads
Public Schools District Supervisors Concerned
Elementary and Secondary School Heads Concerned
All Others Concerned

1. Relative to the consolidated requests of the public schools of this Office, the Local School Board of LGU Naga City has held a meeting and made a consensus regarding the different agenda presented by the Education Scholarship and Sports Office (ESSO). Thus, this **INSTRUCTION ON THE EOSY REQUESTS TO THE LGU-ESSO** is issued.

2. Due to the complexity of all the requests which comprise four pages of different items, the ESSO recommended and was approved by the LSB that items to be charged against SEF will be limited to the following:

- a. Medals
 - i. Mayoral awards for academics (all awardees with Highest honors);
 - ii. Leadership awards (5 each school)
 - iii. Service Awards (5 each school)
- b. Sound system
- c. Printers

3. In view of the foregoing provision, all other requests will be charged against school MOOE.

4. In regard to the Queen Program, as advised by the ESSO, another meeting will be held to discuss the matter about the said program.

5. Based on the advice of the City Mayor's Office (CMO), there are four venues where EOSY rites can be held with the following considerations:

VENUE	CAPACITY
1. BALATAS EVENTS CENTER	200 PAX
2. JMR AUDITORIUM	100 PAX
3. STA. CRUZ EVENTS CENTER	500-700 PAX
4. PSO TRAINING CENTER	150 PAX

6. Prospective users are advised to coordinate with the CMO for advance scheduling.

7. Immediate dissemination of and compliance with this memorandum is desired.



By the authority of the Schools Division Superintendent

FERNANDO C. MACARAIG
Assist. Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

