



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of negros oriental

**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2023- 306

TO : **(THROUGH THE PSDS)**  
  
**Mamerto Patrick S. Dela Torre IV**  
HT-II, Bacong District

**By the authority of the School Division Superintendent**

FROM : **MARCELO K. PALISPIS, EdD, JD**  
OIC Asst. Schools Division Superintendent  
Office In-Charge

SUBJECT : **ATTEND/PARTICIPATE IN THE PFF COACHES EDUCATOR'S  
COURSE**

DATE : May 9, 2023

With reference to the invitation letter from the Philippine Football Federation PFF), please be informed that you are permitted to attend the PFF Coaches Educator's Course on May 12-18, 2023 in Carmona, Cavite on Official Time.

Transportation and other expenses will be shouldered by the participants while meal allowance will be taken cared by the PFF.

This memorandum serves as your **Travel Order**.

For your guidance and compliance.



## PHILIPPINE FOOTBALL FEDERATION

**NERI C. OJASTRO, EDD, CESE**  
Schools Division Superintendent  
Division of Negros Oriental

Sir:

Good day!

Greeting of Peace and Prosperity!

In connection with the **PFF Coaches Educator's Course on May 12-18, 2023 in Carmona, Cavite**. I, the undersigned would like to ask permission from your good office that Mr. Mamerto Patrick S. De La Torre, IV of San Miguel National High School, Bacong District will be allowed to join and participate the said event. He will assure you that he will take full responsibility on the issues and concerns of his school while he is away. Attached to this is the letter form Philippine Football Federation (PFF) for the said invitation

I am hoping for a favorable and positive response regarding this matter

Thank you very much.

Sincerely,

**ATTY. EDWIN B. GASTAÑES**  
General Secretary





## PHILIPPINE FOOTBALL FEDERATION

04 May 2023

### **PARTICIPANT**

PFF Coaches Educator's Course

DE LA TORRE, Mamerto Patrick IV S

### ***PFF Coaches Educator's Course on 12-18 May 2023 in Carmona, Cavite Details of the Course***

Dear Participant:

We would like to confirm the PFF Coaches Educator's Course scheduled on 12-18 May 2023 in Carmona, Cavite.

Please take note of the following details of the course:

#### **I. Venue Address and Contact Person**

(Practical Session)  
PFF National Training Center  
San Lazaro Leisure Park, Carmona, Cavite

(Theory Session/Opening and Closing Ceremony)  
Manila Southwoods Manor  
Southwoods Ave. Cabilang Baybay, Carmona, Cavite

(Contact Person)  
Ms. Myles De Ocampo  
+63 915 432 1977

#### **II. Duration**

The course will start on 12 May 2023 and conclude on 18 May 2023. Daily schedule for the course will be provided by the instructor on the first day.

Schedule on the first day:

<b>Date</b>	<b>Time</b>	<b>Activity</b>
12 May 2023 (Friday)	8:00 – 11:30 AM	Opening Ceremony

#### **III. Accommodation**

PFF will provide accommodation to all Filipino Participants at least one (1) day before the course until last one day after the course. Participants may opt to arrange for their own accommodation; however, PFF shall not, in any way, pay for the equivalent value to the participants and will not be liable for any incident that may





## PHILIPPINE FOOTBALL FEDERATION

occur during participant's travel to-and-from the course venue. Participants are advised to bring their own toiletries and towel.

Details of accommodation:

Manila Southwoods Manor  
Southwoods Ave. Cabilang Baybay, Carmona, Cavite

#### IV. Transportation to-and-from the Course Venue

All Participants will shoulder their transportation expenses to-and-from their point of origin and to-and-from the course venue.

#### IV. Meals

PFF will cover subsidy for meal allowance to all confirmed participants for the duration of the course.

#### V. Equipment of Participants

Participants are required to bring their own equipment (complete football gear) and other personal necessities. They are also expected to bring their own notebooks, pens, laptop and drinking water.

Course uniform (two collared shirts) will be distributed to all Participants on the first day. All Participants are advised to bring the following:

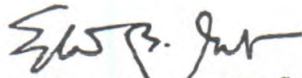
- a. Theory Sessions – Long pants/jogging pants (preferably color black) and rubber/running shoes.
- b. Practical Sessions – Jersey shorts/cotton shorts and Jersey T-shirt (preferably blue) and football spikes.

Uniform on the first day: Gray collared shirt for theory session and blue t-shirt for practical session.

Should you have other concerns on the matter, please do not hesitate to email the PFF Coaches Education Department at [pff.coachingeducation@gmail.com](mailto:pff.coachingeducation@gmail.com).

We wish you good luck!

Very truly yours,

  
ATTY. EDWIN B. GASTAÑES  
General Secretary

