



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- 316

TO : THROUGH THE PSDS

MS. LADYLOU S. CARCUSIA

Teacher III, Sta. Catalina 1

MS. SARAH JEAN U. TILOS

Teacher III, Valencia District

MS. JULIA ANN M. YBALES

Teacher III, Sta. Catalina 1

By the authority of the Schools Division Superintendent:

FROM :

MARCELO K. PALISPIS EdD, JD

OIC Asst. Schools Division Superintendent

Office In-Charge

5/10/23

SUBJECT :

COACHING SEMINAR IN ARCHERY

DATE :

May 10, 2023

Please be informed that the Philippines Sport Commission through its project Women in Sports Empowerment (*WiSE*) is inviting us in their conduct of a Coaching Seminar in Archery on May 15-20, 2023 at Dumaguete City. With this, you are hereby requested to attend in the said seminar.

Concerned school heads are directed to designate somebody to take over the classes of the above mentioned teachers to ensure that there will be no disruption of classes as per DepEd Order No. 9, s.2005 – “*Instituting Measures To Increase Engaged Time On-Task and Ensuring Compliance Therewith*”.

Participation is on Official Time, therefore all expenses incurred shall be charged to personal funds. For details, please see attached invitation letter.

Attendance during Saturday (*May20, 2023*) is entitled to a one (1) day service credit upon submission of a duly accomplished DTR.

This serves as your **Authority to Travel**.

For your guidance and compliance.



Republic of the Philippines
Office of the President
Philippine Sports Commission

2 May 2023

MR. NERI C. OJASTRO, EdD, CESE
Schools Division Superintendent
Division of Negros Oriental

Dear **Mr. Ojastro**:

Greetings from the Philippine Sports Commission (PSC)!

As part of the PSC's Women in Sports initiatives, one of the projects lined up is the **Women in Sports Empowerment (WiSE)** aimed to help the World Archery Philippines, Inc. increase the number of female coaches in the National Training Pool by holding a coaching certification seminar. This will be held on May 15-20, 2023 at Dumaguete City.

Additionally, meals for lunch and PM Snacks of the participants will be provided. However, we ask the participants to prepare 500/day for the billeting during the seminar.

In line with this, we are respectfully requesting for your assistance as we wish to invite the following individuals to be participants in the program:

	Name	Affiliation
1	Ms. Ladylou S. Carcusia	Don Emilio Macias Memorial National HS
2	Ms. Sarah Jean U. Tilos	Valencia National High School
3	Ms. Julia Ann M. Ybales	Don Emilio Macias Memorial National HS


For the selected participants, we request that they prepare and bring the following:

1. Basic Archery Equipment (Bow and Arrows) and Archer's Accessories (if available)
2. Team/Club Uniform and Sports Shoes
3. Toiletries (Including towels and blanket)

The program for the 5-day seminar is attached hereto for your reference.

Thank you very much and hoping for your favorable response.

Respectfully,


OLIVIA "BONG" G. COO
Commissioner