



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

MEMORANDUM

MLC-2023-404

TO : **ANTONIETA C. OLORES**
Bindoy District 1

MARFE LYN I. PELESMINO
Manjuyod District 1

HENRIQUITO C. TIPACIA
Manjuyod District 2

HAZEL E. ARGONCILLO
Ayungon District 2

By the Authority of the Schools Division Superintendent:

FROM: **NILITA L. RAGAY EdD**
OIC-ASDS/ CID Chief
Office In-Charge

SUBJECT : **2023 REGIONAL FESTIVAL OF TALENTS NEGROS ORIENTAL
DELEGATION FOOD COMMITTEE MEETING
AND PREPARATION**

DATE : **June 14, 2023**

1. This is to inform the field for the upcoming meeting for the Food Committee in preparation for the Regional Festival of Talents Negros Oriental Delegation, where our delegation from Negros Oriental will be participating.

Date: June 15 & 16, 2023
Time: 8:00 A.M to 5:00 P.M
Venue: Division Office

2. Agenda:
 - a. Review and finalize the menu for the delegation.
 - b. Assign responsibilities for purchasing ingredients and supplies.

14 JUN 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

- c. Discuss dietary restrictions and allergies among the participants.
- d. Establish a budget for food expenses.
- e. Coordinate with the logistics team regarding food transportation and storage.
- f. Plan for the preparation and serving of meals during the festival.
- g. Address any other relevant concerns or suggestions.
- h. Plan for the preparation of utensils and putting up of temporary kitchen.

3. List of Committee Members:

Chair: Dr. Hazel E. Argoncillo, PSDS - Ayungon 2

Members:

- a. Ameffe Ferreron, Ayungon 2
 - b. Flavio Jumawan, Ayungon 2
 - c. Marissa Emperado, Ayungon 2
 - d. Rolan Sapu-an, Ayungon 2
 - e. Carol De Jesus, Ayungon 2
 - f. Mayet Lapinig, Ayungon 2
 - g. Rosello Librando Jr., Ayungon 2
 - h. Fatima Algoso, Ayungon 2
 - i. Leosette Deguit, Bindoy 1
 - j. Jessielito Cortez Jr., Manjuyod 1
 - k. Luzme Alcala, Manjuyod 1
 - l. Romeo Caday, Manjuyod 1
 - m. Mar Lill Marriot, Manjuyod
 - n. Ana Ruby Caday, Manjuyod 1
 - o. Joemanlo Palumar, Manjuyod 2
4. Please come prepared with your ideas, suggestions, and any necessary information related to the food requirements for the delegation. It is crucial that we work together efficiently to ensure that all participants have access to nutritious and delicious meals throughout the event.
 5. If you are unable to attend the meeting, please inform Dr. Hazel E. Argoncillo in advance, and feel free to share your thoughts or concerns.
 6. Thank you for your dedication and commitment to this important task. Your efforts will contribute greatly to the overall success of the delegation at the Regional Festival of Talents-Negros Oriental Delegation. I anticipate our productive discussion during the meeting and preparation.
 7. Attached is the list of participants and other information for the RFOT 2023.
 8. Travel and other incidental expenses incurred by the identified personnel who will attend the meeting and prepare the tools and equipment for the kitchen are chargeable against School MOOE and other available funds subject to usual accounting and auditing rules and regulations.
 9. This serves as **TRAVEL ORDER**.
 10. For your guidance and compliance.

