



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

05 AUG 2025

**DIVISION MEMORANDUM**

No. **356** s. 2025

**PLANNING CONFERENCE FOR THE TRAINERS AND PROGRAM MANAGEMENT  
TEAM (PMT) MEMBERS OF THE SCHOOL-BASED TRAINING OF CAREER  
ADVOCATES (SBTCA) DIVISION ROLL-OUT**

1. In relation to the forthcoming division roll-out of the School-Based Training of Career Advocates, which is scheduled to be held on September 22-26, 2025, the following resource persons are advised to report tomorrow, Wednesday, August 6, 2025 at 9:00-11:00AM at the division Multi-Purpose Hall:

**CHARLIE BEGAS**

**RAYDELYN LAQUINA**

**ALDA MALIBONG**

**MARIA SP CUÑADA**

**HEROWENA BAGSIC**

**ROLANDO RICARDO**

2. Travel expenses shall be charged to the school MOOE subject to the usual accounting and auditing rules and regulations.
3. This Memorandum shall serve as the Authority to Travel for all participants.
4. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**LUZ U. BANSON**

OIC- Assistant Schools Division Superintendent  
In-Charge of the Division



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