August 13, 1996

T O: Dr. Alicia S. Go

SUBJECT: Seminar-Workshop for English Teachers

You are hereby directed to attend a DECS sponsored Seminar-Workshop for English Teachers of Leyte on August 23-24, 1996 at the Government Center in Candahug, Palo, Leyte.

Since you head the DECS-VISCA Project, a knowledge of the DECS English Program of the five adopted schools covered by your project will provide direction in our collaboration with the said schools.

Travel expenses are chargeable against local funds subject to its availability and accounting and auditing procedures.

SAMUEL S. GO

President