



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 608, s. 2026

JUN 18 2026

**INVITATION TO THE PHILIPPINE ASSOCIATION OF MATHEMATICS EDUCATOR
SPECIALIST (PAMES) CASIO MATH CHALLENGE**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), disseminates Memorandum CO-EPS No: 06-320, s. 2026 dated June 4, 2026 titled **Endorsement of the Philippine Association of Mathematics Educator Specialist (PAMES) Casio Math Challenge**, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated

Reference: As Stated

To be indicated in the Perpetual Index
under the following subject:

PARTNERSHIPS
PROGRAMS

MPJDP/ESSD/ Memorandum CO-EPS No: 06-320, s. 2026 titled Endorsement of the Philippine Association of Mathematics Educator Specialist (PAMES) Casio Math Challenge
_____/June 16, 2026



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Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS AND EXTERNAL PARTNERSHIPS


CO-EPS No: 06-320 , s. 2026

TO : **CRISTITO A. ECO**
Regional Director, Region VI

ARTURO B. BAYOCOT
Regional Director, Region VII

SALUSTIANO T. JIMENEZ
Regional Director, Region VIII

RAMIR B. UYTICO
Regional Director, NIR

FROM : 
CILETTE LIBORO CO
Assistant Secretary
Public Affairs and External Partnerships Service

SUBJECT : **ENDORSEMENT OF THE PHILIPPINE ASSOCIATION OF
MATHEMATICS EDUCATOR SPECIALIST (PAMES) CASIO MATH
CHALLENGE**

DATE : **4 June 2026**

This Office respectfully endorses the **PAMES CASIO Math Challenge**, an initiative of CASIO Education / Marius Holdings Corporation in partnership with the **Philippine Association of Mathematics Educators and Specialists (PAMES)**.

The PAMES CASIO Math Challenge is a mathematics competition that provides learners with opportunities to develop and apply mathematical reasoning, problem-solving, interpretation of information, and real-world application skills through structured and contextualized tasks. The program integrates the strategic use of scientific calculators to support efficient exploration and deeper understanding of mathematical concepts.

Building on previous successful implementations in NCR, Region III, and Region VII, the initiative responds to increasing interest from other regions to expand student engagement in meaningful, technology-supported mathematics activities. The competition format combines individual performance and school-based team representation, fostering both excellence and collaboration among learners. For School Year 2026–2027, the program is proposed to culminate in an Island Group Finals in the Visayas, further strengthening regional participation and engagement.

Aligned with the Revised K to 10 Mathematics Curriculum and the Strengthened Senior High School Mathematics Curriculum, the program supports the development of critical thinking, mathematical reasoning, and technology-enabled learning.

In this regard, the Regional Offices of Regions VI, VII, VIII, and NIR are encouraged to review and consider participation in this initiative, subject to existing policies, guidelines, and availability of resources.

For information, guidance, and appropriate action.

Attachments

1. *Letter of Request*
2. *Program Proposal and Matrix*

May 18, 2026

Honorable SONNY EDGARDO ANGARA

Secretary

Department of Education

DepEd Complex, Meralco Avenue

Pasig City

Dear Secretary Angara,

Warm greetings!

In support of the Department of Education's continuing efforts to strengthen foundational skills, higher-order thinking, and learners' ability to apply mathematics in real-world situations, CASIO respectfully proposes two mathematics education initiatives for possible collaboration with DepEd.

The proposed initiatives have been shaped through ongoing discussions with officials from the Bureau of Learning Delivery, as well as ground-level inputs from education program supervisors. These inputs have helped ensure that the programmes are aligned with DepEd's academic directions while remaining practical for schools, teachers, and learners.

Both initiatives aim to support DepEd's direction of strengthening mathematical reasoning, problem-solving, interpretation of information, and real-world application. They provide teachers and learners with structured opportunities to engage in practical and curriculum-aligned tasks, with scientific calculators used where appropriate as a tool to support efficient exploration, deeper understanding, and classroom implementation.

The proposed initiatives are as follows:

1. CASIO Model Schools Program

The CASIO Model Schools Program aims to support selected schools in integrating scientific calculators into classroom instruction and school-based assessment. The programme will focus on Grades 8 to 10 Mathematics, with emphasis on higher-order thinking skills, real-world problem-solving, co-designed assessment tasks, and data-driven monitoring of learner progress. It is intended to create a structured implementation model where lesson integration, assessment design, teacher support, and learner performance data can work together to strengthen mathematics teaching and learning. The initial implementation is proposed for selected ready divisions in NCR, with a view to refine and expand the model on a sustainable basis.

2. PAMES CASIO Math Challenge

The PAMES CASIO Math Challenge will be co-organised with the Philippine Association of Mathematics Educators and Specialists (PAMES), a professional association composed of DepEd supervisors, mathematics specialists, and educators. Building on previous implementations in NCR, Region VII, and Region III, the programme responds to growing interest from more regions to expand student exposure to meaningful calculator-supported problem-solving. The competition combines individual achievement and school-based team representation, encouraging students to apply mathematical concepts strategically in contextualized and challenging tasks. For this cycle for SY2026-2027, the programme is proposed to culminate in an Island Group Finals in Visayas.

Together, these initiatives provide two complementary pathways: the Model Schools Program supports sustained classroom and assessment integration, while the PAMES CASIO Math Challenge creates a high-engagement platform that motivates students and schools to apply mathematics meaningfully. Both are aligned with the Revised K to 10 Mathematics Curriculum and the Strengthened Senior High School Mathematics Curriculum, particularly in developing mathematical reasoning, critical thinking, technology-enabled learning, and real-world application.

We respectfully seek your support and endorsement for the implementation of these initiatives in selected ready areas, with the vision of developing scalable models that can support more teachers and learners nationwide.

Attached herewith are the project proposals and draft mechanics for your reference and consideration.

Thank you for your continued leadership in advancing Philippine education. We would be honoured to provide further details at your convenience.

Yours Truly,


Joel C. Serrano
Head
Casio Education Section

PAMES CASIO MATH CHALLENGE

I. RATIONALE

The **PAMES CASIO Math Challenge (PCMC)** is anchored on the commitment to enhance teachers' content knowledge and pedagogy and learners' **mathematical proficiency and critical thinking skills** in alignment with the **Revised K to 10 Mathematics Curriculum** and the **Strengthened Senior High School Mathematics Curriculum**.

In an increasingly data-driven and technology-oriented world, the ability to analyze, interpret, and solve complex problems is essential. This competition provides a platform for teachers and learners to demonstrate and further develop these competencies through **meaningful and contextualized mathematical tasks**. By incorporating the use of **scientific calculators**, particularly CASIO scientific calculators, learners are empowered to explore mathematical concepts more efficiently, verify solutions, deepen their conceptual understanding, and enhance their procedural fluency.

Moreover, the competition promotes **accuracy, efficiency, and strategic thinking**, skills that are vital not only in mathematics but also in **real-world applications and future careers**. It also fosters a culture of excellence, discipline, and academic engagement among learners, while supporting teachers in **integrating technology-enhanced instruction** in their classrooms.

Ultimately, the **PCMC** serves as a **dynamic avenue to bridge theoretical knowledge and practical application**, preparing learners to become **mathematically literate and globally competitive individuals**.

II. OBJECTIVES

GENERAL OBJECTIVE

To enhance teachers' and learners' mathematical proficiency, critical thinking, and problem-solving skills through the effective integration of scientific calculators, **in alignment with the Revised K to 10 Mathematics Curriculum** and the **Strengthened Senior High School Mathematics Curriculum**.

SPECIFIC OBJECTIVES

By the end of the competition, participants are expected to:

1. Apply **mathematical concepts and procedures** accurately and efficiently **using scientific calculators**.
2. Demonstrate **enhanced analytical and problem-solving** skills in **contextualized and challenging mathematical tasks**.
3. Develop **strategic thinking, decision-making, and reasoning skills** applicable to **real-world scenarios**.
4. Foster **academic excellence, discipline, and collaborative engagement** among learners in mathematics.
5. Strengthen understanding and application of core mathematical competencies aligned with the **Revised K to 10 Curriculum** and **Senior High School standards**.

III. PROJECT DESCRIPTION

The PAMES CASIO Math Challenge will be implemented in selected Regions.

INTERISLAND of VISAYAS	Number of Divisions
Western Visayas (Region VI)	8
Central Visayas (Region VII)	12
Eastern Visayas (Region VIII)	13
Negros Island Region (NIR)	22

To provide exposure to Filipino learners, we will work with BLD to select the regions to be covered over the next few years.

IV. TIMELINE AND LOGISTICS FOR IMPLEMENTATION

Phase 0A: Dissemination of Information (July 2026)

- Coordination with the Bureau of Learning Delivery (BLD)
- BLD's Advisory to Regional Directors and Division Superintendents
- DepEd Regionals' Memorandum to Schools Division Offices
- Preparation and dissemination of competition materials, forms, and guidelines to ensure smooth administration

Phase 0B: Capacity Building (August-September 2026)

- Teachers' / Coaches' Workshops and Trainings per Region
- Sample Test Question dissemination
- Participants Training and Workshop

Phase 1: School Experiential Round (Beginning of September 2026)

- Individual component only
- Encourage participation.
- Scoring is not tracked, only used to select the Most Active School from each region
- Monitor and supervise competition activities in schools to ensure compliance with guidelines

Phase 2: Division Round (26 September 2026)

- Individual component only
- Registration open to all participants, first actual elimination
- Conduct of the Division Round Competition
 - Clustering of venues depends on the sign-up (1 venue per 800 learners, 1 proctor per 40 learners)
 - Elimination will be based on division segregation rather than venue segregation, this ensures representation of each division in the regional finals

Phase 3: Regional Finals (December 2026)

- Individual Component: Top 3 learners per grade (Grade 7,8,9,10 and SHS) per division based on Division Round
- Team Component: Applicable to eligible divisions only. A division qualifies if it has at least one school with at least 3 learners from Grades 8, 9, and 10. If multiple schools meet this criterion, the school with the highest combined score from the top 9 learners (3 per grade) will represent the division. Please refer to illustration in Table 1 below.
- Conduct of the Regional Finals Competition
 - 1 regional finals event per region (1 venue per region, 5 proctors per region)
 - Individual Component: Ends at this round
 - Team Component: One regional representative will be selected in this round.

Phase 4: Island Group Finals (March 2027)

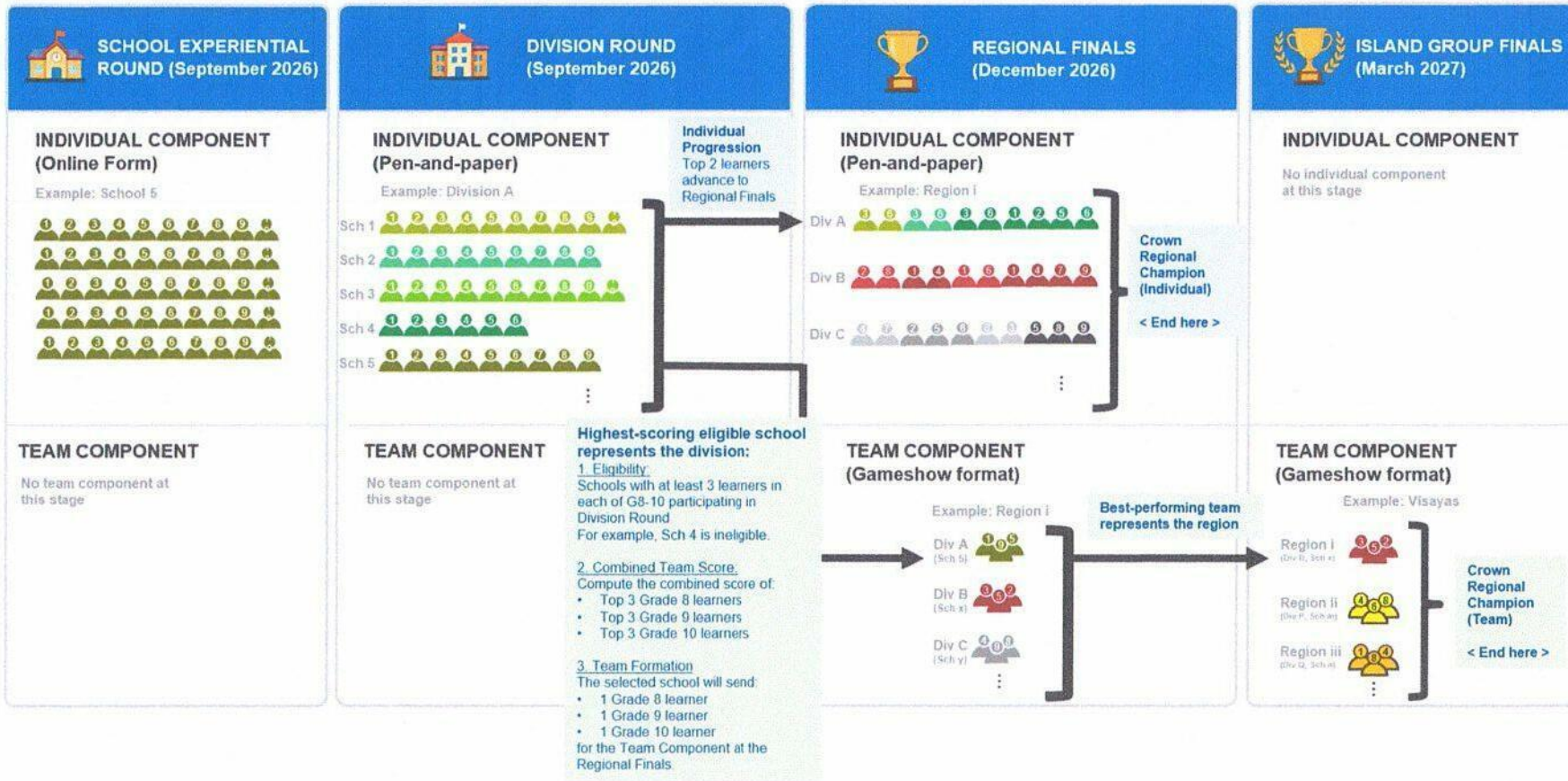
- No Individual Component for this round
 - Team Component: For eligibility criteria, please refer to Table 1 below.
 - Conduct of the Island Group Finals Competition
 - 1 grand finals event (1 venue, 3 experts)
 - Documentation and reporting of the entire competition process for transparency and future reference

Phase 5: Monitoring and Evaluation (April 2027)

- Review and assessment of competition outcomes against objectives and targets.
- Gathering feedback from participants, teachers, and coordinators for improvement.
- Analysis of challenges encountered and best practices for future editions
- Recommendations for enhancements in subsequent competitions

The competition consists of two parallel pathways:

- an Individual Component that recognises top-performing learners, and
- a Team Component that recognises strong school-wide participation and performance across Grades 8–10.



Competition Structure

The test will consist of questions distributed across three levels of difficulty (*Easy, Intermediate, and Advanced*). The composition of questions will vary depending on each round. More details will be released at the briefing before each round.

Time Limit: The written examination will be completed within **90 minutes**.

A. Scoring System

- Correct answers will receive the full designated points.
- No points will be awarded for unanswered questions.

Example scoring scheme:

Item	Points per Item
Easy Questions	2
Intermediate Questions	3
Advanced Questions	5

B. Determination of Winners

- a. The **total score** will determine the ranking of contestants.
- b. Refer to Table 1 for how scores will be used for the individual and team components.

C. Protest and Decisions

All decisions made by the board of judges are final and irrevocable. No protest shall be entertained once the results have been officially announced.

VI. Key Activities

- Workshop and Training for Teachers
- Workshop and Training for Student Participants
- Dissemination of competition guidelines, materials, and sample test questions
- Registration and coordination with participating schools and divisions
- Conduct of School Experiential Round, Division Round, Regional Finals, and Island Group Finals competitions
- Monitoring, evaluation, and documentation of all competition phases.
- Awarding and recognition of winners and participating schools

VII. SUPPORT AND ASSISTANCE

Bureau of Learning Division (BLD)

- Issue an advisory on PCMC to the Regional Directors of the four (4) regions in the Visayas
- Conduct an online coordination meeting with Regional Directors and School Division Superintendents from Visayas
- Facilitate budget review and approval for implementation across regions
- Provide technical guidance and oversight in the implementation of the program
- Endorse award and participation

Regional Directors (RD)

- Issue a Regional Memorandum to the Schools Division Offices on PCMC in their respective regions
- Ensure dissemination of information to Schools Division Offices (SDOs)
- Monitor and support the implementation of activities at the regional level
- Approve and oversee regional-level activities, including logistical and administrative requirements

Schools Division Superintendent

- Issue a Division Memorandum to the Schools.
- Facilitate dissemination of program guidelines and memoranda to schools within the division
- Monitor and support the implementation of activities at the division level
- Approve and oversee logistical and administrative requirements

Regional Mathematics Subject Supervisor

- Provide technical assistance in the planning and implementation of PCMC
- Oversee the conduct of trainings, workshops, and competitions within the region
- Provide a Technical Working Group for the Regional Finals and other peripherals
- Lead the coordination with Division Mathematics Supervisors and Teacher Coaches
- Track participation numbers

Division Education Program Supervisor for Mathematics

- Provide technical guidance in the implementation of the mathematics competition at the division level
- Provide a Technical Working Group for the School Experiential Round, Division Round, and other peripherals
- Coordinate with school heads and teacher coaches for participant selection and preparation
- Disseminate the PCMC toolkit, which includes free emulator software and a program brief
- To forward and confirm registered learners to the different schools under them
- Track participation numbers

CASIO

- Provide the required budget sponsorship of items in the budget summary in Section VIII.

- Provide Math coach of each DepEd school with CASIO Scientific Calculator Emulator Software with One (1) Year Subscription (*estimated 2000 emulator software*)
- Provide technical support related to the integration of the Scientific Calculator into the curriculum consistent with DepEd's academic directions and schedule

VIII. MATERIALS, PERIPHERALS, and MANPOWER

SCHOOL EXPERIENTIAL ROUND		
MATERIALS	PERIPHERALS	MANPOWER
Online Test Papers		

DIVISION ROUND		
MATERIALS	PERIPHERALS	MANPOWER
Certificates	Laptop and Projector	Pre-Registration Team
Test Papers	Sound System	On – Site Secretariat
Banners	Venue	Technical Team
Promotional Ads		Proctors and Checkers
		Program and Awards Team
		Cleaners and Security

REGIONAL FINALS		
MATERIALS	PERIPHERALS	MANPOWER
Awards and Prizes	Laptop and Projector	Consolidation Team
Test Papers	Sound System	On – Site Secretariat
Banners	Documentation Camera	Technical Team
Promotional Ads	Venue	Proctors and Checkers
		Cleaners and Security

ISLAND GROUP FINALS		
MATERIALS	PERIPHERALS	MANPOWER
Awards and Prizes	Laptop and Projector	Consolidation Team
Test Papers	Sound System	On – Site Secretariat
Banners	Documentation Camera	Technical Team
Promotional Ads	Transport	Proctors and Checkers
	Accommodation	Cleaners and Security
	Venue	

1. Pre-Registration Team

- Facilitate the collection of registration forms from participating schools within the division, both **online and on-site**
- Ensure completeness, accuracy, and proper documentation of all submitted registration entries
- Coordinate with school representatives regarding submission requirements, deadlines, and clarifications
- Prepare and finalize **initial room assignments** based on the submitted entries
- Maintain an organized database of registered participants for endorsement to the Consolidation Team

2. Consolidation Team

- Coordinate with Division Coordinators to gather and confirm the **top qualifiers per individual and team component**
- Validate and consolidate all endorsed participant data from different divisions
- Ensure accuracy and consistency of official entries for the competition
- Prepare and finalize the **official master list of participants**
- Generate and assign **final room allocations** for all qualified competitors
- Endorse the final list to the On-Site Secretariat and Results Validation Team

3. On-Site Secretariat

- Manage the **on-site registration and verification** of all participants during the event
- Confirm participant identities and validate their inclusion in the official master list
- Address registration concerns, discrepancies, and last-minute clarifications
- Distribute necessary materials (e.g., examination permits, room assignments, event guidelines)
- Ensure smooth and orderly flow of participants prior to the examination proper

4. Proctors

- Administer the examination in assigned rooms in accordance with official guidelines
- Read and explain examination instructions clearly to all participants
- Enforce testing protocols, discipline, and academic integrity throughout the exam
- Conduct **time monitoring and announcements** during the examination
- Collect, secure, and properly label all answer sheets and testing materials after the exam
- Endorse collected materials to the Scoring and Tabulation Team

5. Checkers: Scoring and Tabulation Team

- Check, evaluate, and validate all submitted answer sheets using the official answer key
- Ensure accuracy, fairness, and consistency in scoring procedures
- Tabulate individual and team scores systematically
- Resolve discrepancies or questionable entries in coordination with the Proctors and Secretariat
- Prepare the **official results and ranking of winners**
- Endorse validated results to the Awards and Documentation Committee for announcement and recording

6. Program and Awards Team

1. Plan, organize, and manage the **overall flow of the program**, including the opening, examination proper, and awarding ceremony
2. Prepare the **official program script**, sequence, and timing of activities
3. Coordinate with the host, speakers, and facilitators to ensure smooth program delivery
4. Oversee the preparation and distribution of **awards, certificates, medals, and prizes**
5. Ensure accuracy and alignment of awardees based on the official results endorsed by the Results Validation Team
6. Facilitate the **awarding ceremony**, including stage management and presentation of winners
7. Coordinate with the Documentation Team for photo and video coverage during key moments of the event
8. Ensure that all award materials are complete, properly labeled, and distributed

IX. BUDGET REQUIREMENTS

A. SUMMARY

	School Experiential Round	Division Round	Regional Finals	Island Group Finals
Exam Papers		✓	✓	✓
Certificates for Learners	Digital	✓	✓	✓
Certificates for Schools	✓	✓	<i>Depends on elimination</i>	<i>Depends on elimination</i>
Trophies			✓	✓
Medals (Top 3)			✓	✓
Cash Prizes			✓	✓
Venue Fee			✓	✓
Operating Expenses (<i>Honorarium for TWG i.e. proctors etc.</i>)		✓	✓	✓
Collaterals (<i>Banners, POP etc.</i>)		✓	✓	✓
PR (<i>Photography, Videography, Emcee, etc.</i>)			✓	✓
Contingency Fund		✓	✓	✓

A. BUDGET JUSTIFICATION

1. **Exam Papers (Division Round, Regional Finals, and Island Group Finals)**

Funds are allocated for the printing and reproduction of test materials to be used in all levels of the competition. This ensures that all participants are provided with standardized, high-quality examination papers necessary for a fair and reliable assessment of mathematical competencies. Note that for school round, we will provide digital exam papers.

2. **Certificates (Division Round, Regional Finals, and Island Group Finals)**

Certificates will be awarded to participants, winners, coaches, and facilitators to formally recognize their participation and achievements. This promotes motivation, acknowledges excellence, and provides official documentation aligned with DepEd standards.

3. **Trophies**

a. **Regional Finals (Most Active School & Most Active Division):**

To recognize and incentivize schools and divisions with the highest level of participation, promoting wider engagement in the program.

b. **Island Group Finals (Champion Region):**

To honor the overall best-performing region, symbolizing excellence and achievement at the highest level of the competition.

4. **Medals (Regional Finals and Island Group Finals – Top 3)**

a. **Individual Component:**

Medals will be awarded to the Top 3 winners in both the Regional Finals and Island Group Finals levels. These serve as tangible recognition of outstanding performance and encourage academic excellence among learners.

b. **Team Component:**

Medals will be awarded for champion teams in both the Regional Finals and Island Group Finals levels.

5. **Cash Prizes (Regional Finals and Island Group Finals)**

Cash incentives will be granted to top-performing participants to further motivate learners to excel in mathematics. This also enhances the prestige and competitiveness of the program, encouraging greater participation and preparation.

6. **Venue Fee**

A venue fee is required to secure suitable locations for regional finals and Island Group Finals, ensuring smooth operations, fair competition, and a professional environment that supports the scale and prestige of PCMC.

7. **Operating Expenses (Honorarium for TWG i.e. proctors etc.)**

This allocation is intended for members of the organizing committee who perform administrative, technical, and coordination tasks before, during, and after the event. Their efforts ensure the smooth implementation and overall success of the program.

8. **Collaterals (Banners and Print-Out Paraphernalia (POP) etc.)**

Funds will cover the production of banners and other printed materials necessary for event visibility, participant guidance, and program branding. These materials contribute to the professional conduct of the event and the proper dissemination of information.

9. **PR (Photography, Videography, Emcee etc.)**

PR services, including photography, videography, and emceeing, are crucial for documenting

key event milestones, enhancing participant experience. These support promotional efforts, reporting, future program expansion, community engagement, and long-term visibility of PCMC.

10. **Contingency Fund**

A contingency fund is allocated to cover **unforeseen and incidental expenses** that may arise before, during, or after the implementation of the **PAMES CASIO Math Challenge (PCMC)**. This includes, but is not limited to:

- Emergency reproduction of test papers and materials
- Replacement of damaged or missing supplies (certificates, medals, etc.)
- Additional logistical requirements (e.g., extra seating, technical needs)
- Minor operational adjustments necessary to ensure continuity of the program

X. SUSTAINABILITY PLAN

- Expand to other Regions
- Strengthen partnerships with CASIO and DepEd BLD
- Institutionalization of the Program
- Capacity Building for Teachers and Coordinators
- Development of Resource Materials
- Monitoring, Evaluation, and Continuous Improvement
- Digitalization and Data Management

XI. EXPECTED OUTPUTS

1. **Identification of Least Mastered Competencies**

Through the analysis of unanswered and incorrectly answered questions, the Bureau of Learning Delivery (BLD) and concerned offices may identify the least mastered competencies across different grade levels and use these as a basis for targeted instructional interventions.

2. **Data-Driven Instructional Planning**

Results of the competition shall serve as baseline data for schools and divisions in designing evidence-based lesson plans, remediation programs, and enrichment activities.

3. **Strengthened Teacher Capacity**

Teachers and coaches will gain deeper insights into learner performance, enabling them to refine teaching strategies and assessment practices.

4. **Increased Participation in Mathematics Programs**

The competition is expected to encourage broader participation among schools, fostering a culture of excellence and engagement in mathematics.

5. **Basis for Policy and Program Development**

The results and insights generated may inform future educational policies, curriculum enhancements, and large-scale academic programs.

PROJECT, PROGRAMS, ACTIVITIES S.Y. 2026–2027

Subject: Mathematics

PROGRAM/PROJECTS/ACTIVITIES	IMPLEMENTOR/S	TARGET PARTICIPANTS	MODE OF DELIVERY	TIME FRAME	REMARKS
CASIO Model Schools Program	DepEd BLD, NCR Regional Office, SDOs, School Heads	Selected NCR model schools; Grades 8–10 Mathematics teachers and learners; Math Department Heads; Division Supervisors	Lessons and assessment implementation, monitoring, data submission and analysis	September 2026 – March 2027	Focuses on SC integration, HOTS, real-world problem-solving, co-designed assessment and data-driven instruction.
Pre- CASIO Model Schools Program: Teacher Training and Capacity Building for Model Schools	DepEd BLD, Regional and Division Math Supervisors	Grades 8–10 Mathematics teachers from participating model schools	Face-to-face workshops and technical support	August – September 2026	Prepares teachers to integrate scientific calculators meaningfully into lessons and assessments.
PAMES CASIO Math Challenge (PCMC)	DepEd BLD, Regional Offices, SDOs, PAMES	Learners from Grades 7–10 and Senior High School; math teacher-coaches of DepEd schools in Visayas regions	School, Division, Regional and Island Group competition rounds	July 2026 – March 2027	Promotes mathematical proficiency, critical thinking, strategic problem-solving and meaningful use of scientific calculators.
Pre-PCMC: PCMC Teacher/Coach Workshops and Competition Orientation	DepEd BLD, Regional Offices, SDOs, PAMES	Teacher-coaches, regional/division coordinators and student participants	Workshops, briefings, sample test dissemination	August – September 2026	Supports competition readiness and strengthens teachers' ability to guide learners in calculator-supported problem-solving.

Subject: _____
Project Coordinator

Noted by: _____
Project Manager