



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

Office of the Schools Division  
Superintendent

**OFFICE MEMORANDUM**

OSDS-2024- 6013

TO: **ANTONIO RICARDO E. DURAN**  
ADA I  
This Office

**FRANCISCO M. PIÑERO**  
ADA I  
This Office

FROM: **NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent  
2/12/24

SUBJECT: **HANDLING OF ANCILLARY TASKS**

DATE: February 1, 2024

In the exigency of service, you are hereby directed to handle messengerial activities for the Records & Receiving Section effective immediately (such as delivering of communications/letters) to other agencies/individuals outside of the Division office.

It is understood, however, that this order does not carry priority consideration in promotion and shall remain enforced until revoked/rescinded by this Office.

Any travel allowance claim is subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

12 FEB 2024

NCO/RVAV-EQA/AdSR/tsd

Address: Kagawaran Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos. (035) 225-2838/225-2838/225-2376/422-7644



Deped Tayo SDO Negros Oriental



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