



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

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

OSDS-2024- 0122

TO: **DR. HENRIQUETO C. TEPACIA**  
PSDS-Manjuyod District 2

**Mr. Arjie T. Palumpa**  
P-I, Maria "Macahig Nat'l. HS  
Siaton District 4

**DR. HYDON B. LIBRADILLA**  
HT-II, Lamdas ES  
Mabinay District 1

FROM:   
**NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent  
2/19/24

SUBJECT: **REQUIREMENTS ON THE SUBMISSION OF DOCUMENTS FOR  
2024 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS**

DATE: February 16, 2024

1. The abovementioned names are requested to be in Bureau of Internal Revenue (BIR)-Bacolod City to process the necessary documents for the compliance to Civil Service Honor Awards Program on February 19-20, 2024.
2. Travelling and incidental expenses incurred shall be charged against Division MOOE, subject to local government accounting and auditing rules and regulations.
3. This serves as your Authority to Travel.
4. For your compliance and proper guidance.

NCO/RVAV-EQA/OASDS-V/RVAV/mtv

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

20 FEB 2024