



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLC-SGOD-2024- 0142

TO : **DR. REGINA CLARINA E. EMPESO** **SGOD**

Through the PSDS

MS. JANLE PERKINS - SAN ANTONIO ES

By the authority of the Schools Division Superintendent:

FROM : **LANI B. YURONG**
Administrative Officer V
Office In-Charge

SUBJECT : Addendum to MLC SGOD-2024-0133 “PREPARATION OF THE DECORATIONS AND PHYSICAL SETUP OF THE CONVENTION CENTER FOR THE TURNOVER OF LEARNING RESOURCES FROM THE PROVINCIAL SCHOOL BOARD”

DATE : February 26, 2024

1. Please be informed that you are directed to participate in the preparation of the decorations and physical setup of the Convention Center for the Turnover of Learning Resources from the Provincial School Board on **February 24-25, and 27-28, 2024** at the Negros Oriental Convention Center.
2. All other contents in the preceding memorandum shall be enforced.
3. For your information and guidance.
4. This serves as your **Travel Order**.

NCO/EQA-RVAV/SGOD/RBP/nccc
February 26, 2024

26 FEB 2024



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

DepEd TAYO SDO Negros Oriental

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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

MEMORANDUM
SGOD-2024- 0133

TO : FRANCIS AUSTERO
BEN JOFIL DIEGO
ARNOLD CABATO
RONDY KABRISTANTE
OUGIE LABONG
ARTHUR CARPIO
JIMMY YBIAS

EPS II, CID
EPS II, CID
Tubigon High School
Boloc-boloc Elementary School
SUPPLY OFFICE
GENERAL SERVICES
GENERAL SERVICES

FROM : 
NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent

SUBJECT : **PREPARATION OF THE DECORATIONS AND PHYSICAL SETUP OF THE CONVENTION CENTER FOR THE TURNOVER OF LEARNING RESOURCES FROM THE PROVINCIAL SCHOOL BOARD**

DATE : February 23, 2024

1. The abovementioned personnel are requested to report to the Schools Division Office of Negros Oriental on February 24-25, and 27-28, 2024 for the preparation of the decorations and physical setup for the conduct of the Turnover Ceremony of the Learning Resources from the Provincial School Board.
2. Services rendered during weekends shall merit One-day Service Credit/ Compensatory Overtime Credits upon submission of DTR and accomplishment report.
3. Travelling expenses and meals incurred during the preparation shall be charged against School MOOE/ Local Funds for field-based personnel subject to the usual accounting rules and regulations.
4. This serves as **TRAVEL ORDER**.
5. For guidance and compliance.

23 FEB 2024

NCD/EGA/BAV/SGOD/DepEd Negros Oriental



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