




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 EPS II, CID  
BEN JOFIL DIEGO EPS II, CID  
ARNOLD CABATO Tubigon High School  
RONDY KABRISTANTE Boloc-boloc Elementary School  
OUGIE LABONG SUPPLY OFFICE  
ARTHUR CARPIO GENERAL SERVICES  
JIMMY YBIAS 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

NCO/EQA-RVAV/SGOD/RES/rcee



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