



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


**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

SGOD-2024- 0285

TO : **DENNIS CHARL F. ANDALAJAO – SEPS**
DAE P. HABALO – SEPS
TEOFAN C. GALLOSA – EPS II
JEYLENE E. CERIAL – PDO I
MARSHA D. RUIZ – ADA I
JIMMY YBEAS – ADA I
ARTURO CARPIO – ADA I
JOHN MARK RAMIREZ – ADA I

By the authority of the Schools Division Superintendent:

FROM : **ROMEL VICTOR A. VILLAHERMOSA, MBA**
 OIC-Asst. Schools Division Superintendent
 Office-in-charge  4/17/2024

SUBJECT : **DISTRIBUTION AND RETRIEVAL OF ELLNA MATERIALS**

DATE : April 17, 2024

- This Office hereby informs the abovementioned personnel to deliver and retrieve the **ELLNA Test Materials** to the following Congressional Districts as specified in the table below:

ELLNA ACTIVITIES	DATE	CONGRESSIONAL DISTRICT	PERSONS ASSIGNED
DISTRIBUTION	April 18	1 st Congressional District (Manjuyod-La Libertad)	DENNIS CHARL F. ANDALAJAO JOHN MARK RAMIREZ
		2 nd Congressional District (Mabinay-Sibulan)	MARSHA A. RUIZ JIMMY YBEAS
		3 rd Congressional District (Bacong-Sta. Catalina)	JEYLENE E. CERIAL ARTURO CARPIO
RETRIEVAL	April 29	1 st Congressional District (Manjuyod-La Libertad)	TEOFAN C. GALLOSA JOHN MARK RAMIREZ
		2 nd Congressional District (Mabinay-Sibulan)	MARSHA A. RUIZ JIMMY YBEAS
		3 rd Congressional District (Bacong-Sta. Catalina)	DAE P. HABALO ARTURO CARPIO

- Meals, travelling and incidental expenses will be charged to School/Local MOOE subject to the usual accounting and auditing rules.
- This serves as your **TRAVEL AUTHORITY**.
- Immediate dissemination of this memorandum to the concerned is desired.

SGOD/REG-BAV/SGOD/PRB/lsb



Address: Kagawaran Avenue, Capitol Area, Daro, Dumaguete City
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