



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

August 8, 2016

TRAVEL ORDER TO:

MRS. JULIET J. TUALA - Division Coordinator in MTB- MLE
MS. GEA C. ALONSO - Master Teacher I
Sibulan Central School

1. *Please be informed of your attendance to a Two –Day Planning Conference for Early Language, Literacy, and Numeracy to all identified Trainers/ Facilitators and Staff on September 7-8, 2016 at 8:00 A.M. DepEd RO7 3rd floor Conference room, Sudlon, Lahug Cebu City.*
2. *The meeting aims to:*
 - a. *Conduct walkthrough of the presentations*
 - b. *Finalize the training matrix and assignment of topics to trainers/facilitators; and*
 - c. *Identify the training materials and supplies needed per session.*
3. *Expenses for meals, board and lodging which will be served by DepEd Ecotech Center will be charged against Regional Funds, while transportation and other incidental expenses relative to the above mentioned conference will be charged against Division Funds. All expenses incurred are subject to the usual accounting and auditing rules and regulations.*
4. *For guidance and compliance.*


LELANIE T. CABRERA, CESE
OIC- Schools Division Superintendent





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION




AUTHORITY TO TRAVEL

September 6, 2016

TO:	JULIET J. TUALA
OFFICE/STATION:	DEPED-DIVISION OF NEGROS ORIENTAL
NATURE OF TRAVEL:	Official Business
FUND SOURCE:	LOCAL/MOOE FUNDS
INCLUSIVE DATE OF TRAVEL:	SEPTEMBER 7-8, 2016
DESTINATION:	DEPED RO7, 3 RD FLOOR CONFERENCE ROOM, CEBU CITY
PURPOSE:	TO ATTEND 2-DAY PLANNING CONFERENCE FOR EARLY LANGUAGE, LITERACY AND NUMERACY TO ALL IDENTIFIED TRAINERS/FACILITATORS AND STAFF

RECOMMENDING APPROVAL:


LELANIE T. CABRERA, CESE
OIC-Schools Division Superintendent
DepED-Neg. Or. Division

APPROVED:


GILBERT T. SADSAD, CESO V
Director III
OIC Regional Director

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