

DIVISION OF NEGROS ORIENTAL
Dumaguete City


September 20, 2016

MEMORANDUM TO:

(Through the District Supervisors)

- 1) Menchu Santos - Ayungon District
- 2) Jessielito G. Cortez - Panciao High School, Manjuyod District

1. You are hereby requested to come in Division Office on September 23, 2016 (Friday), 8: 00 o'clock in the morning in preparation on Capability Building for Values Education Teachers at the SDS Office conference Room.
2. Please bring a laptop.
3. Travel and other incidental expenses shall be charged to School MOOE funds subject to the usual accounting and auditing rules and regulations.
4. This Memorandum serves as a TRAVEL ORDER.
5. For your information and guidance.


LELANI T. CABRERA, CESE
Assistant Schools Division Superintendent
OIC-SDS
9/21/16