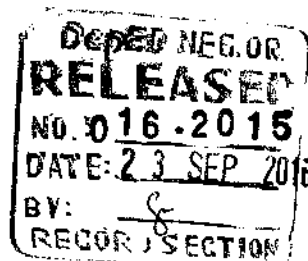




Republic of the Philippines  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
[www.depednegor.net](http://www.depednegor.net)



Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1823 (Asst. Sch's Div. Supt's Office);  
(035) 225-1822 (Promotional Section/EPGs); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);  
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
(035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

September 23, 2016

## MEMORANDUM TO :

**MR. DAN P. ALAR**  
Senior Education Program Specialist II

**MS. JIAN A. DIAZ**  
Admin. Aide VI


**MR. FELIX SAYRE, JR.**  
Contractual Employee

This Office

Please be informed of your attendance to the Evaluation and Processing of ERF Applications submitted to DepED RO VII - Central Visayas on October 2-6, 2016 at DepED RO VII Regional Office.

Traveling and other incidental expenses incurred shall be charged against Division MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

For your information, guidance and compliance.

  
**LELANIE T. CABRERA, CESE**  
Asst. Schools Division Superintendent  
OIC-SDS

LTC/bing



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**



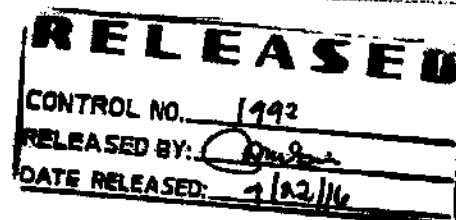
**MEMORANDUM**

**TO :** SCHOOLS DIVISION SUPERINTENDENTS of  
Negros Oriental  
Bais City  
Bayawan City  
Dumaguete City  
Guihulngan City  
Tanjay City

**FROM :** SALUSTIANO T. JIMENEZ  
Officer-In-Charge  
Office of the Asst. Regional Director

**SUBJECT :** EVALUATION AND PROCESSING OF ERF APPLICATIONS SUBMITTED  
TO DEPED RO VII - CENTRAL VISAYAS

**DATE :** September 21, 2016

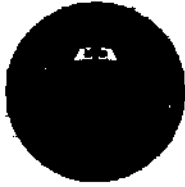


*n: 9/22/16*  
*18*

1. To fast track the approval of the applications for ERF which were submitted to DepEd Region VII-Central Visayas from the six divisions in Negros Oriental, the DepEd Negros Island Regional Office will have a joint evaluation and processing of ERF documents on October 2-6, 2016 at DepEd RO VII Regional Office.
2. Schools Division Offices are requested to send their HRD personnel/other designated personnel who shall take charge with ERF application to the said evaluation and processing. The number of representative per division shall be as follows:

Division	Number of Personnel
Division of Negros Oriental	3
Division of Bais City	2
Division of Bayawan City	2
Division of Dumaguete City	2
Division of Guihulngan City	2
Division of Tanjay City	2

3. Representatives are requested to bring a complete list of ERF applicants whose documents have been submitted to RO VII.
4. Future applications for ERF coming from the six divisions of Negros Oriental must be forwarded to DepEd Negros Island Region, West City Elementary School Compound, Jose Pro Teves Street, Dumaguete City.
5. Travelling and other expenses shall be charged against Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.
6. For information and compliance.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**




**AUTHORITY TO TRAVEL**


September 23, 2016

TO:	DR. DAN P. ALAR MS. JIAN DIAZ MR. FELIX SAYRE, JR
OFFICE/STATION:	DEPED-DIVISION OF NEGROS ORIENTAL
NATURE OF TRAVEL:	Official Business
FUND SOURCE:	LOCAL/MOOE FUNDS
INCLUSIVE DATE OF TRAVEL:	OCTOBER 2-6, 2016
DESTINATION:	DEPED RO VII, SUDLON, LAHUG, CEBU CITY
PURPOSE:	EVALUATION AND PROCESSING OF ERF APPLICATIONS SUBMITTED TO DEPED RO VII

RECOMMENDING APPROVAL:

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

APPROVED:

  
**SALUSTIANO T. JIMENEZ, CESOV**  
OIC-OFFICE OF THE ASSISTANT REGIONAL DIRECTOR  
**GILBERT T. SADSAD, CESO V**  
Director III  
OIC Regional Director

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

TEL: (035) 422 6227 / E-MAIL: [depednir@gmail.com](mailto:depednir@gmail.com)

FB: [facebook.com/depednir](https://www.facebook.com/depednir) / WEB: [depednir.weebly.com](http://depednir.weebly.com)