



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

December 28, 2016

**MEMORANDUM TO:**

Mr. Alan A. Agor	-	Sumaliring HS, Siaton East District
Ms. Evangeline T. Mira	-	Siaton NHS, Siaton East District
Ms. Mary Jean Palarpalar	-	Lorenza Palarpalar MHS, Siaton East
Mr. Reynaldo G. Silva	-	Paciente Cezar Cabrera MHS, Siaton East
Mr. Domiler T. Janguin	-	Mainit HS, Siaton East District

Please be informed that you will compose the committee to take charge of the **Registration/T-shirt Distribution to the Participants/Coaches and Officials** during NIR Regional Festival of Talents on January 4-5 to be hosted by the Division of Negros Oriental.

You are hereby requested to report on January 2, 2017 at 9:00 AM for a **Meeting** at the Division CID Office and to prepare the distribution materials relative to the task assigned.

Regular Employees who will serve on the above scheduled dates will be granted with 1-day Compensatory Time Off (CTO) and Service Credits.

Travelling and other incidental expenses are chargeable against your School MOOE subject to the usual accounting rules and regulation.

Please be guided accordingly.

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC, Asst. Regional Director NIR  
Concurrent OIC, Schools Division Superintendent

12/28/16