



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

May 13, 2016

MEMORANDUM TO: *Travel Order: 197*

KARLA C. PANESA
Education Program Specialist II
Social Mobilization and Networking


JOSEPH R. GEMINA
Project Development Officer II
Disaster Risk Reduction Management

You are hereby directed to serve as Training Staff in the conduct of the Three-Day Live-In Capacity Building and Training-Workshop for Adopt-A-School Program Coordinators on May 17-19, 2016 in Sta. Catalina South District.

You are further requested to report to Manalongon ES on May 16, 2016 at for the preparation of technical needs, training materials and worksheets.

Transportation and other expenses shall be charged against Division MOOE and other 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
Officer-In-Charge
05/13/16

13 MAY 2016