



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

Capitol Area, Dumaguete City

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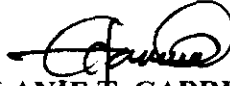
UNNUMBERED MEMORANDUM

TO: ALL DISTRICT COORDINATORS IN CULTURE & ARTS
All Others Concerned

DATE: August 2, 2016

SUBJECT: PLANNING CONFERENCE IN CULTURE & ARTS

1. In the pursuit of promoting culture and arts, you are hereby directed to attend a planning conference on **August 4, 2016 at 9:00 AM at the Small Conference Room 2nd Floor** of our Negros Oriental Division Office.
2. In view hereof, you are reminded to bring with you the list of training needs in relevance to culture and arts. Please classify them according to the following categories: dance, music and arts.
3. Travelling and other incidental expenses incurred during the conduct of the activity is chargeable to School MOOE / local finds subject to the usual accounting rules and regulations.
4. This serves as your **TRAVEL ORDER**.
5. For your guidance and compliance


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge



02 AUG 2016