



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE

**NEGROS ORIENTAL**

*Flourishing the Paths to Educational Excellence*



Division Memorandum

August 11, 2016

**Invitation to Attend the Division Conference Workshop**

To : Dr. Emelyn Bolongaita, Tayasan Central Elem. School  
Dr. Beda Jovenciana Davad, Zamboanguita Central Elem. School  
Dr. Ieny Socorro, Mabinay Central Elem. School  
Mrs. Delia Alanano, Felipe Tayko Mem. Elementary School

1. Please be informed of your attendance to the 3-day live-out Division Conference Workshop at Miss Ann's Food Town Conference Room, Bantayan, Dumaguete City on August 15-17, 2016.
2. You are expected to be at the venue before 8:00 o'clock on day 1.
3. Lunch, AM and PM snacks shall be served during the three days.
4. Expenses on meals shall be chargeable against HRTD Funds while traveling expenses shall be chargeable against local funds all subject to the usual accounting and auditing rules and procedures.

**LELANI T. CABRERA**

**Asst. Schools Division Superintendent**

**Officer In-Charge**

12 AUG 2016