



Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Schs. Division Supt's Office); (035) 225-1623 (Asst. Schs. Div. Supt's Office);
(035) 225-1622 (Promotional Section/EPSS); (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)

August 12, 2016

MEMORANDUM

TO : District Supervisors/District-In-Charge
Schools Heads (Both Elem. and Sec.)
Teachers
All Others Concerned

The bearer, Marcos D. Garcia, Sales Representative, Mitsukoshi Company, #22 E. Rodriguez Sr. Ave, Quezon City, Philippines, is hereby granted permission to conduct orientation to the different schools of this division, provided the following should be observed:

- proper coordination with the school heads who has the authority to accommodate or not to accommodate;
- **NO** teachers or pupil be compelled to buy their products
- Observed DepED Order No. 9, s. 2005 entitled **"Instituting Measures to Increase Time-on-Task And Ensuring Compliance Therewith"**

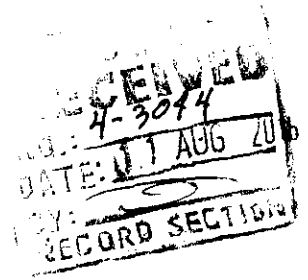
For your information and guidance.

LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent

QIC-SDS
8/12/16

2016

MITSUKOSHI COMPANY
#222 E. Rodriguez Sr. Ave Q.C. Phils.
Telephone Nos. (02)742-27-22



August 11, 2016

Lelainie T. Cabrera, CESE

School Division Superintendent

Division of Negros Oriental

Dumaguete City

Dear Mam/Sir:

We are pleased to formally present to you our company **Mitsukoshi Company** our Company has been in the business but we want to advertise our products by way of providing Purified W/ Alkaline Drinking Water and quality services especially for our children with purpose of rendering valuable water in the time of their needs.

We also please to inform you that our desire for a better service to your school, we will offer a free Water Filter with Alkaline as **free donation** to your school where they can drink a pure water solution. We will provide free installation, maintenance and supplies of filters.


In this regard we would like to request from your good office to conduct a School to School **ORIENTATION** regarding our products.

We highly appreciate your most favorable response on this request and we look forward to be of service to you and your school.

"WE ARE KEEPING SAFE WATERS ALIVE"

Thank you very much, God Bless & More Power

Respectfully yours,


Marcos D. Garcia
Sales Representative
Cell No. 09184782428