



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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SGOD Office (035) 225 - 6180

October 26, 2016

DIVISION MEMORANDUM

No. 652 s. 2016

**CONFERENCE-WORKSHOP OF ALL SPG & SSG DISTRICT COORDINATORS and
NATION OF HEROES 4 DIVISION WORKING COMMITTEE**

To: District Supervisors/District In-Charge
All Elementary and Secondary School Heads
All Others Concerned

1. The Division Student Government Program will conduct a Conference-Workshop of all **SPG District Coordinators**, all **SSG District Coordinators** and members of the Division Working Committee in the recently concluded Regional Youth Summit: Nation of Heroes 4 on Saturday, November 5, 2016 at 8:00 am at the GSP Bldg.
2. All District SPG & SSG Coordinators are advised to bring a complete list of participants in the recently conducted DepED NIR Youth Summit (Nation Of Heroes 4).
3. Food: 1 lunch and 2 snacks will be charged to Division HRTD funds while travel and other incidental expenses is chargeable against School MOOE Funds, subject to the usual accounting and auditing rules and regulations.
4. 1 day Service Credit/Compensatory Time-Off (CTO) for Teaching and Non-Teaching Personnel shall be granted upon submission of a duly accomplished DTR.
5. For the information, guidance and compliance of all concerned.

THIS SERVES AS TRAVEL ORDER

SALUSTIANO T. JIMENEZ, CESO VI
OIC, Office of the Assistant Regional Director
and concurrent OIC, Office of the Schools Division Superintendent

10/27/16

STJ/imsm2016

