



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

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

Capital Area, Dumaguete City

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 SGOD Office (035) 225 - 6180

October 27, 2016

**DIVISION MEMORANDUM**

No. 656; s. 2016

TO : Education Program Supervisors  
: District Supervisors / District In-Charge  
: School Heads of Public / Private Elementary / Secondary Schools  
: All others concerned

FROM :  **SALUSTIANO T. JIMENEZ, CESO VI**  
Schools Division Superintendent 

SUBJECT : **CONFERENCE OF ALL DISTRICT PESS COORDINATORS FOR  
THE PALARONG NEG.OR. 2016**

1. In order to finalize the plans for the coming PALARONG NEG.OR. 2016, please be informed that there will be a conference of all **DISTRICT PESS COORDINATORS** on **November 4, 2016, 8:00 AM** at the BSP Headquarter.
2. Please bring the encoded final masterlist of your delegation
3. Traveling and other incidental expenses are chargeable against School MOOE/ Local Funds or any available source subject to the usual accounting and auditing rules and regulations.
4. Attached is the format of the masterlist.
5. This serves as your travel order.
6. Wide dissemination of this Memorandum is desired.

*"EPA 2016 : Karapatan ng Lahat, Pananagutan ng Lahat"*

stj/aat

28 OCT 2016



**PALARONG NEG.OR. 2016**  
**MASTERLIST OF DELEGATION**

Name of Delegation: \_\_\_\_\_

A. Honorary Delegation and DepEd Officials (Name and Position in all adults)

\_\_\_\_\_

B. MESS Officials:

\_\_\_\_\_

C. Coaches/Asst. Coaches/Chaperons/ Trainers / Officiating Officials

**Name**

**Event**

\_\_\_\_\_

D. Athletes:

EVENT: (specific) Ex. Volleyball Boys (Elem.)

Names

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUMMARY**

A.Delegation Officials -----

B.Mess -----

C. Coaches/Asst/ Chap./ Trainers -----

D. Athletes:

**Elem Level**

Male -----

Female-----

Total -----

**Secondary Level**

Male -----

Female-----

Total -----

**SPED**

Male -----

Female-----

Total -----

**GRAND TOTAL**

Male-----

Female-----

TOTAL -----

Prepared by : \_\_\_\_\_

District PESS Coordinator

Noted: \_\_\_\_\_

PSDS