



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

**DIVISION MEMORANDUM**

No. 751 S. 2016

**TO:** Assistant Schools Division Superintendents  
SGOD & CID Chief Education Program Supervisors  
Division Education Program Supervisors/ Division Coordinators  
Section Heads/ Education Program Specialists  
Public School District Supervisors  
**Secondary School Managers/ Heads**  
All Others Concerned

**RE: HONORING THE RETIRED SECONDARY SCHOOLS HEADS  
& CHRISTMAS PARTY**

**DATE: December 13, 2016**

1. To pay tribute to the retired secondary school heads, you are hereby directed to attend the Formal Ceremony in honouring the secondary school head retirees on December 14, 2016, 3:00 PM at the DCCCO Function Hall, in Dumaguete City.
2. Your prompt attendance and presence is highly appreciated.
3. This memorandum will serve as your **TRAVEL ORDER**.
4. Travelling and other incidental expenses shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this **MEMORANDUM** is desired.

**SALUSTIANO T. JIMENEZ, LI. B. CESO VI**  
*OIC-Office of the Assistant Regional Director*  
*Concurrent OIC, Schools Division Superintendent*

12/13/16

STJ/rbp/jcc



13 DEC 2016