



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

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December 14, 2016

DIVISION MEMORANDUM

No. 753, s. 2016

TO: ALL ENGINEERS AND PFSED STAFF  
ALL DRIVERS

SUBJECT: REITERATION OF MONTHLY LOCAL TRAVELS AND DEADLINES  
FOR SUBMISSION

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Please be informed that actual travel claims every month are to be submitted to the Finance Section of the Division Office on or before the 10<sup>th</sup> of the following month except for the month of December of which the deadline is on December 21, 2016. Submission of travel claims after the said dates will not be honored.

Please be guided accordingly.

SALUSTIANO T. JIMEMEZ  
OIC-Office of the Assistant Regional Director  
Concurrent OIC, Office of the  
Schools Division Superintendent

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