



Republic of the Philippines  
Department of Education  
Region XVIII, Negros Island Region  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

October 11, 2016

## **DIVISION MEMORANDUM**


To:

1. Dr. Enrique Q. Retes – DEPS, Values Education
2. Harold A. Suan- Dauin
3. Teresita Z. Olasiman- Bacong
4. Menchu T. Santos- Ayungon
5. Mayflor Tuble- Dauin
6. Maricel Rebotaso- Amlan
7. Macrina K. Villaluz- Sibulan South

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1. You are hereby requested to report on October 18-22, 2016 at the Division Office for the Finalization of Liquidation Report of NIRAA 2016.
  2. Travel and other incidental expenses shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
  3. The members of this committee are entitled to two (2) days non-monetary compensatory time-off (CTO) on October 21-22, 2016.
  4. This memorandum serves as a Travel Order.
  5. For compliance.

  
**LELANIE T. CABRERA, CESE**

Assistant Schools Division Superintendent

Officer-In-Charge 

1 OCT 2016