



Republic of the Philippines
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

March 4, 2016

TRAVEL ORDER

NO. 104, s. 2016

TO : *Ms. Iryll Mae Macahig*
Mr. Dennis Charl Andalajao
Ms. Regina Clarina Empeso

016-0483
8 MAR 2016

OFFICE : *SGOD, Division of Negros Oriental*

PURPOSE : *To report to the Division Office to peruse documents for teacher
1 applicants and to prepare the paraphernalia for the conduct of
the English Proficiency Test.*


DATE OF TRAVEL : *March 5-6, 2016*

VENUE/PLACE : *SGOD Office, Division of Negros Oriental*

ALLOWED/CHARGED TO: *(School MOOE subject to the usual accounting and auditing rules and regulations)*

_____ : Registration/Transportation and other expenses
_____ : Transportation
_____ : Per Diems
_____ : On official time/business only
_____ : Charged to local funds
_____ : Transportation/per diem & other incidental expenses incurred shall be charged
against local funds.

Note: One day Compensatory Time-Off (CTO) will be granted upon submission of duly accomplished DTR.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
03/04/16