



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE

NEGROS ORIENTAL

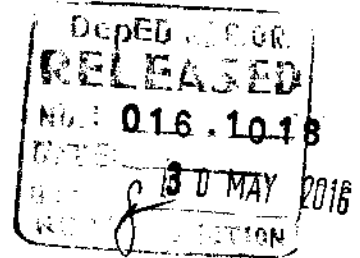
Flourishing the Paths to Educational Excellence



Division Memorandum

May 21, 2016

To : Mrs. Elvira Diones, Principal, LOCMES
Mrs. Susan Austero, Principal, San Miguel Elem. School
Mrs. Marilou Sarte, School Head, Isugan Elem. School
Miss Katherine Sedillo, Division Education Program Supervisor
Dr. Nilita Ragay, Division Education Program Supervisor
Dr. Juliet Tuala, Division Coordinator




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Please be informed that your services are needed as **FACILITATORS** during the TRAINING ON K to 12 in the MULTI GRADE Context to School Heads with multi grade classes on May 22-26, 2016 at the Plaza Maria Luisa Suites Inn, Dumaguete City.

You are entitled to one (1) day non-monetary Compensatory Time-Off (CTO) for the May 22, 2016, Sunday that you will serve.

Expenses on travel, board and lodging shall be charged against MG funds downloaded to the Division Office.

This serves as your **TRAVEL ORDER**.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer In-Charge