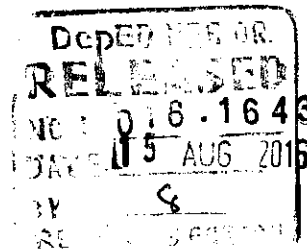


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Republic of the Philippines
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City



August 12, 2016

MEMORANDUM

TO : **IRYLL MAE S. MACAHIG** - Education Program Specialist II- HRDS

OFFICE : Schools Governance & Operations Division, Division of Negros Oriental

PURPOSE : To consolidate IPCRF of Teaching and Non-Teaching Personnel

DATE : August 13, 2016

VENUE/PLACE : SGOD Office, 2nd floor Division Office

ALLOWED/CHARGED TO: *(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 (1) Compensatory Time-Off (CTO) is hereby granted upon submission of duly accomplished form 48.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
8/12/16