

HCA



Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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ED
11 JAN 2016
SECTION

MEMORANDUM:

TO : **MR. HAROLD SUAN**
Head Teacher II, Apo ES
Dauin District
Through the District Supervisor

DATE : January 8, 2016

SUBJECT : **SUBMISSION OF THE 4th QUARTER ADOPT- A-SCHOOL
REPORT FOR THE YEAR 2015**

1. You are hereby directed to assist in the consolidation of the 4th Quarter Adopt-A-School Report for the Year 2015 at the promotional office this division on Wednesday, January 13, 2016.
2. Travelling and other incidental expenses incurred shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
3. For guidance and compliance.
4. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent

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