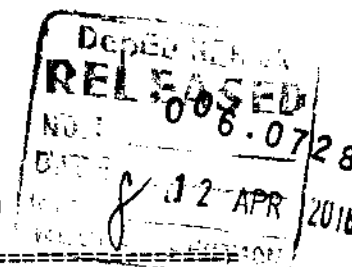


DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE**NEGROS ORIENTAL***Facilitating the Path to Educational Excellence*

Division Memorandum

April 12, 2016

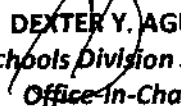
To : Mrs. Anna Mae Fesarit, Division of Negros Oriental
Mrs. Alexandra Nocete, Division of Negros Oriental



Please be informed that your services are needed to provide medical assistance during the Grade 5 MASS TRAINING OF TEACHERS (MTOT) for the K to 12 Basic Education Program for the Division of Negros Oriental on April 17-23, 2016 and April 24-30, 2016 for the 1st and 2nd batch respectively at the Plaza Maria Luisa Suites Inn, Dumaguete City.

As part of the working staff, you are provided with Compensatory Time-Off (CTO) on week-ends that you serve per Civil Service Commission and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.

This serves as your **TRAVEL ORDER**.


DEXTER Y. AGUILAR
Asst. Schools Division Superintendent
Office-In-Charge