



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE

# NEGROS ORIENTAL

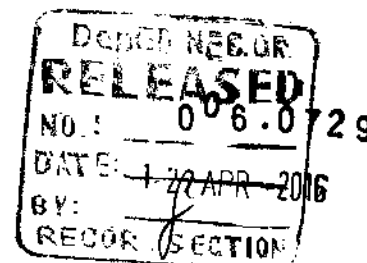
*Pioneering the Paths to Educational Excellence*



## Division Memorandum

April 12, 2016

To : Mrs. Maria Melba T. Real, Principal, Sibulan Central School  
Dr. Andrea Luz S. Englis, Principal, San Jose Central School  
Miss Remedios A. Jaro, MT, Zamboanguita Central School  
Miss Shella M. Cadimas, Teacher, Don Cristito Tirambulo E5  
Dr. Beda Jovenciana A. Davad, Principal, Zamboanguita Central School  
Mr. Antonio B. Baguio, Jr-PSD5, Sta. Catalina North 1 District  
Mrs. Elisa L. Baguio, PSDS, Sta. Catalina North 2 District  
Dr. Ieny A. Socorro, Principal, Mabinay Central School  
Mrs. Rodita T. Plaza, Principal, San Francisco Elem. School  
Dr. Antonieta A. Merced, MT, Puhagan Elementary School  
Mrs. Marilou T. Sarte, TIC, Isugan Elementary School  
Mrs. Rosa Leah E. Dagoy, Principal, Valencia Central School  
Dr. Emelyn D. Bolongaita, Principal, Tayasan Central School  
Mrs. Agnes M. Almagro, MT, Felipe Tayko Memorial School  
Mrs. Marian B. Espinosa, Teacher, Maningcao Elem. School  
Mrs. Elvira C. Diones, Principal, LOCMES  
Mr. Alfien L. Divinagracia, Teacher, Sibulan Central School



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Please be informed that the Grade 5 MASS TRAINING OF TEACHERS (MTOT) for the K to 12 Basic Education Program for the Division of Negros Oriental is set on April 17-23, 2016 and April 24-30, 2016 for the 1<sup>st</sup> and 2<sup>nd</sup> batch respectively at the Plaza Maria Luisa Suites Inn, Dumaguete City per Division Memorandum No. 24S, s. 2016 dated April 11, 2016.

As trainer-facilitators you are expected to check in PM of April 16, 2016 and to check out on April 30, 2016.

Your board and lodging shall be charged to the 2014 continuing Human Resource Training & Development (HRTD) Funds while travel expenses shall be chargeable against local funds, all subject to the usual accounting rules and regulations per DepEd Memo. No. 133, s. 2015.

Trainer-facilitators shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. On the other hand, non-teaching staff shall be provided with *Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Manetary Remuneration for Overtime Services Rendered*.

This serves as your **TRAVEL ORDER**.

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