



Department of Education  
Negros Island Region  
*Schools Division of*  
**NEGROS ORIENTAL**




DIVISION MEMORANDUM

To: # 499 S. 2016

1. Dr. Enrique Q. Retes – DEPS, Values Education
2. Harold A. Suan - Dauin
3. Teresita Z. Olasiman – Bacong
4. Menchu T. Santos - Ayungon
5. Mayflor Tube - Dauin
6. Maricel Rebutazo - Amlan
7. Macrina K. Villaluz - Sibulan South
8. Millard Merced - Siaton West District

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1. You are hereby requested to report on October 29 – 31, 2016 at the Division Office for the Finalization of Liquidation Report of NIRAA 2016.
  2. Travel and other incidental expenses shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
  3. The members of this committee are entitled to a three – day Service Credits/Non-monetary compensatory time-off (CTO) on the services rendered on October 29, 30, and 31, 2016 (Saturday, Sunday and Monday-HOLIDAY)
  4. This memorandum serves as a Travel Order.
  5. For compliance.

  
SALUSTIANO T. JIMENEZ, CESO VI  
OIC- Office of the ARD  
and  
Concurrent OIC-Office of the SDS

10/19/16

4