



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

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SECTION

November 7, 2016

TRAVEL ORDER

No. 532 S. 2016

TO: : **MELCHIE BANAYBANAY—San Jose District**

SUBJECT: **COORDINATION MEETING & SCHEDULE OF HOSTING
FOR POSTER-MAKING COMPETITIONS**

DATE: **November 7, 2016**

1. In line with the preparation for the conduct of **Palarong Neg. Or 2016** which will be conducted on **November 13-19, 2016**, you are hereby ordered to report to the **Division Office of Negros Oriental, Capitol Area, Dumaguete City** on **November 12, 2016** for a **COORDINATION MEETING** and on **November 15, 2016** for the **ACTUAL CONDUCT** of the **Poster-Making Competitions**.
2. Moreover, you are advised to closely coordinate with **Mrs. Jenith Corpis Cabajon, Culture and Arts Division Coordinator**.
3. You are entitled to a **One-Day** Service Credit for a Saturday or a Sunday service rendered.
4. Travelling and other incidental expenses shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
5. For your guidance and compliance

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent OIC, Schools Division Superintendent

STJ/rbp/jcc