



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

May 16, 2016

MEMORANDUM TO: */Travel Order: 205*

Through the PSDS/DIC/School Head

Pearl D. Villanueva, Valencia National High School

Jennifer D. Tindugan, Valencia National High School

Sherlyn Machica, Cambalocot High School

In line with the conduct of the Second Recognition of Outstanding and Excellent Leaders, on May 21, 2016 at the Negros Oriental Convention Center, you are hereby informed of your participation in the event as committee members.

You are further requested to report at the Negros Oriental Convention Center at 6:30 AM on May 21, 2016.

Travelling and other expenses shall be charged against School MOOE/PTA/SEF and other local funds subject to the usual accounting and auditing rules and regulations.

For your information, guidance, and compliance.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer-In-Charge 

18 MAY 2016

