



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

019-0032  
08 JAN 2019

Division Memorandum  
January 7, 2019

**ORIENTATION MEETING**

To : Mrs. Lydia Benson, DIC, Ayungon 1 District  
Miss Adela Araula, DIC, La Libertad 1 District  
Mr. Arvin Busico, DIC, Tayasan 1 District  
Mr. Randy Donque, DIC, La Libertad 2 District

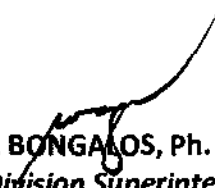
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You are hereby directed to attend a one-day orientation meeting on Friday, January 11, 2019 from 9:00 in the morning up to 5:00 in the afternoon at the Office of the Chief of the Curriculum Implementation Division.

The purpose of the one day activity is to orient the participants on the roles and functions of a District In-Charge.

Please bring the accomplished template (see attached) to the meeting.

Transportation and other expenses incurred while attending the said activity shall be charged to local MOOE all subject to the usual accounting and auditing rules and procedures.

  
WILFREDA D. BONGALOS, Ph. D., CESO V  
Schools Division Superintendent

Tel. Nos: (035) 225-2838 / 225-0667/422-7644 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035) 225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-6263 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);

Republic of the Philippines  
Department of Education

DIVISION OF NEGROS ORIENTAL

District: \_\_\_\_\_

**BRIEF DATA PROFILE OF DISTRICT**

**Enrollment**

Name of School	Name of School Head	Designation	No. of Tchs	Distance from the District Office in km.	K	1	2	3	4	5	6	7	8	9	10	11	12	Total Enrolment

Submitted by:

\_\_\_\_\_  
Signature over Printed Name