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

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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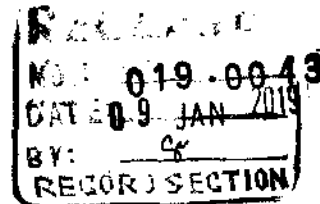
January 8, 2019

**MEMORANDUM:**

**TARA GAY S. DAPAT**  
AO IV (RECORDS)

**ANTONIO RICARDO E. DURAN**  
ADA I, Division Office

**FRANCISCO M. PIÑERO**  
ADA I, Division Office



1. You are hereby directed to report for the clean-up/arrangement of some documents under the custody of the Records and Receiving Section, that have reached their retention period and are ready for disposal and/or storage, on January 12, 2019 at 9:00 o'clock in the morning at the division office.
2. Services rendered is subject to CSC & DBM Joint Circular No. 2 s. 2004 on "Non-Monetary Remuneration for Overtime Services Rendered."
3. Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. This serves as TRAVEL ORDER.
5. For information, guidance, and compliance.

**WILFREDA D. BONGALOS, PH.D., CESO V**  
Schools Division Superintendent

WBD/isd