



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

**MEMORANDUM TO:** DISTRICT CULTURE & ARTS COORDINATORS  
(Only One District Coordinator/ District Representative)  
(Through the PSDSs)

**FROM:** SENEN PRISCILLO P. PAULIN CESO V  
*Schools Division Superintendent*

**SUBJECT:** CULTURE & ARTS MONITORING & ENHANCEMENT  
(Quarter 4)

**DATE:** November 20, 2019

1. Due to the dire need of establishing a systematic gathering of quality information on culture & arts as well as conduct a Conference Workshop on the forthcoming BLEND Variety Show, this office announces the conduct of **Culture & the Arts Monitoring & Enhancement for Quarter 4**.
2. Anent this, you are hereby mandated to attend the **Fourth Quarter Conference Workshop on November 20, 2019, 9 AM at the Negros Oriental High School, Dumaguete City**.
3. To reiterate, please send only **ONE DISTRICT CULTURE & ARTS COORDINATOR** to represent each district.
4. Moreover, you are reminded to seriously prepare and submit your **Third Quarter Report on Culture & Arts on the said date (NOVEMBER 20, 2019)** collating all the activities that already happened last Quarter 3 using the format stated hereunder:

Date	Activity	Rationale of the Activity	Hindering Factors	Focal Persons	Remarks
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5. Please do coordinate with **Mrs. Jenith Corpis Cabajon**, *Division Coordinator, Culture and Arts*.
6. Travelling and other incidental expenses shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
7. This Memorandum will serve as a **TRAVEL ORDER**.
8. For your guidance and compliance

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