



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
[www.depednegor.net](http://www.depednegor.net)

July 9, 2019

**DIVISION MEMORANDUM**

No. 400, s. 2019

**REITERATING THE ROLE OF DISTRICT SUPERVISORS**

To : OIC – Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District -In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel

1. It has been observed that several teachers and other personnel are coming to the Division Office to transact business either for personal purposes or for the districts/school, thereby leaving their classrooms and offices. The District Supervisors are enjoying travel reimbursements hence; they are expected to handcarry reports, communications and teacher benefits/claims.
2. This office hereby gives instructions to all personnel of this Division to entertain Districts Supervisors and outsiders only who come on official business. School Administrators, Teachers and other personnel who come without authority to travel should not be entertained in order to maximize their work in their respective schools.
3. Widest and immediate dissemination of the content of this memorandum is enjoined.

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

WDB/lby

09 JUL 2019