



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

August 27, 2019

**DIVISION MEMORANDUM**

No. 544 s. 2019

**TRAINING MANAGEMENT SYSTEM (TMS) 3<sup>rd</sup> QUARTER CONFERENCE**

To: Assistant Schools Division Superintendents  
Chiefs (CID & SGOD)  
Division Education Supervisors & Division Coordinators  
District Supervisors/District In-Charge  
All District Elementary & Secondary INSET Coordinators  
All Others Concerned

1. The Schools Governance & Operations Division (SGOD) through the Human Resource Development Section (HRDS) in coordination with the Information & Communication Technology Unit and Negros Oriental Division Information System (NODIS) team will be conducting a 3<sup>rd</sup> Quarter Conference on the following schedule, venue and specific participants:

SCHEDULE	VENUE	PARTICIPANTS
September 13, 2019	Plaza Maria Luisa Suites Inn	↓ Division Office (CID, SGOD & Section Heads) ↓ Public Schools District Supervisors/ District In-Charge <b>(NO PROXY ALLOWED)</b>
September 14, 2019		<b>Participants: 2 per District</b> 1- Elementary District INSET Coordinator 1- Secondary District INSET Coordinator <b>(NO PROXY ALLOWED)</b>



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2. Food and materials during the activity shall be charged against downloaded 2018 HRTD funds Sub-ARO OSEC 7-18-19133 and 2019 downloaded HRTD funds. Travelling & other incidental expenses of the participants shall be charged against School MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
3. Participants on September 14, 2019 will be granted one (1) day Service Credit to teaching personnel/ one (1) day Compensatory Over-Time Credit to Non-teaching personnel upon submission of a duly accomplished DTR.
4. Public Schools District Supervisors/ District In-Charge are requested to submit an endorsement of the names of Designated District INSET Coordinators (1 Elementary and 1 Secondary). Deadline of Submission will be on September 6, 2019.
5. For inquiries and clarification please contact Dr. Dan P. Alar or Ms. Iryll Mae S. Macahig of the Human Resource & Development Section (HRDS) at (035) 225-6180.
6. This serves as **TRAVEL ORDER**.
7. For the information, guidance and strict compliance of all concerned.

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

8/27/19

Tel. Nos: (035) 225-2838 / 225-0667 / 422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035) 225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-3511 (Planning Section); (035) 225-6907 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2978 (Guard/Medical/Dental Sections); (035) 226-7012 (Educ. Facilities Section); (036) 225-1640 & (035) 225-1640 (Acct. Budget Section); (036) 422-3021 (Supply Section)