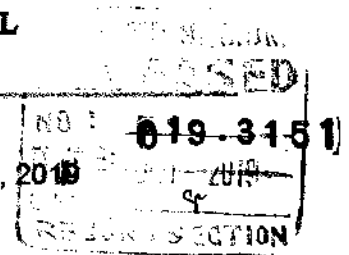




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net



**TRAVEL ORDER**  
NO. 1707, S. 2019

October 1, 2019

<b>TO</b>	<b>: Dennis Charl F. Andalajao</b> SEPS, M&E	<b>Rachel B. Picardal, Ed.D.</b> Chief, SGOD
	<b>Mrs. Regina Clarina E. Empeso</b> EPS-II, M&E	<b>Allan A. Tabio</b> EPS, Sports & Scouting
	<b>Dan P. Alar, Ed.D.</b> SEPS, HRDS	<b>Joseph R. Gemina</b> PDO II, DRRM
	<b>Iryll Mae S. Macahig</b> EPS- II, HRDS	<b>Dae P. Habalo</b> SEPS, Planning & Research
	<b>Miriam Lou Batiancila</b> Planning Officer III	<b>Emma S. Mate, Ph.D.</b> SEPS, Soc.Mob.



**PURPOSE** : To monitor the preparation and conduct of the Teachers' Day Celebration 2019 in the schools and districts

**DATE OF TRAVEL:** October 1- 4, 2019

**Venue** : Canlaon City to Sta. Catalina, Negros Oriental

1. You are hereby directed to conduct monitoring of the activities prepared in celebration of the Teachers' Month from October 1- 4, 2019 in the respective schools and districts as per regular assignment.
2. Attached is the monitoring tool to be used for the task.
3. Travelling, meals and other incidental expenses shall be charged to Division MOOE/Local Funds subject to the usual auditing and accounting rules and regulations.

For the Schools Division Superintendent:

  
**NILITA L. RAGAY, Ed.D.**  
OIC- ASDS  
Office In-Charge  
10/01/19 

Tel. Nos: (035) 225-2838 / 225-0867/422-7844 (Division Sup'l's Office); (035) 225-1622 (CIP); (035) 225-1823 (Legal Section);  
(035) 225-8180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8611 (Planning Section); (035) 225-8987 (Record's Section);  
(035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections);  
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3821 (Supply Section)



**MONITORING TOOL FOR 2019  
 TEACHERS' DAY CELEBRATION**

I. COMPLIANCE TO STANDARDS	Evident	Not Evident	Remarks
1. Tarpaulin/Streamer for Teachers' Month Celebration is posted			
2. An activity is set for the celebration			
3. The program/ activities are synchronized with the district schedule			
4. There is a Search for Outstanding Teacher Award in School			
5. Classes are not suspended during the whole day celebration			
6. No amount is collected from the students for the celebration			
7. Committee for the Teachers Day Celebration is organized			
8. Local stakeholders are enjoined to attend the celebration			
9. Donations are received from stakeholders or sponsors			
10. Monetary/ Financial donations are presented for transparency			
11. Liquidation for all expenses made for the celebration is presented/posted			
Others:			