

Republic of the Philippines **DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

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October 17, 2019

WILFREDA D. BONGALOS, Ph.D., CESO V

Schools Division Superintendent

NO. / YSY s		019.3434	
TO:	DAE P. HABALO - SEPS – Planning and Research REGINA CLARINA E. EMPESO - EPS II – Monitoring and Evaluation MARSHA D. RUIZ - ADA 1 – Division Office		
PURPOSE:	To prepare PMEA report		
DATE: October 18, 2019 VENUE: Division Office			
ALLOWED/C	•	r usual accounting and auditing rules and	
	Registration/Transportation and other e	xpenses	
	Transportation/per diems On official time/business only		
	Transportation/per diem & other incide	ntal expenses	
	ices during Saturdays and Sundays and F oplished Daily Time Records (Form 48).	lolidays entitle to a COC upon submission of	

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) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section), (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)