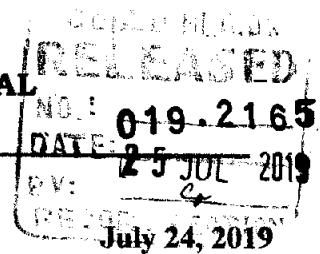


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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# 889

**MEMORANDUM**

**To:**

Dr. Rolando Pacarro	Valencia District
Dr. Elisa Baguio	Bacong District
Mrs. Rose Leah Dagoy	Valencia District
Mrs. Melba Real	Bacong District
<b>Members of the Committee</b>	

1. Please be informed that you are requested to facilitate the preparation and venue for the Orientation and Turn Over Ceremony of the E-Learning Resource Package for Teachers' English Proficiency on July 28, 2019 at the Division Conference Room.
2. Travel and other related expenses incurred shall be charged to the School MOOE/Local funds subject to the usual accounting rules and regulations.
3. Teachers can avail of a one-day service credit while the school administrators can avail of a compensatory time-off upon submission of duly accomplished DTR and report.
4. This serves as **Travel Order**.
5. Full cooperation is highly requested in order to fulfill the objectives of this activities.

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