



December 2, 2019

DepEd Division Office
RELEASED
 NO. 019-3959
 DATED 2 DEC 2019
 6
 RECORD SECTION

TRAVEL MEMORANDUM

No. 1739, s. 2019

- | | |
|-------------------------|-------------------------------|
| MS. CHRISTINE C. MADJUS | - Ong Che Tee Bacong NHS |
| MR. PHILIP YAESO | - Amlan NHS- Jugno Extension |
| EMMA S. RESOOR | } Amlan NHS |
| GRACE G. PLANEA | |
| CAROLYN P. BAD-AN | } Balugo NHS, Valencia |
| CAROL ANN B. BOCADO | |
| SARAH F. BENEDICO | |
| MS. HERMINIA AGUILAR | } Jantianon NHS, Amlan |
| MS. MIRZAH Z. BATOON | |
| MR. MARK BULING | - JMLocsin MNHS, Zamboanguita |
| MR. JOHN MARIE SALVADOR | - SDMHS, Zamboanguita |

(Thru the PSDS/Principal)

1. Please be informed that your services as TLE/TVL Teachers will be needed at the Library Hub in order to set up the venue, to do table skirting on December 10, 2019 at 1:00 o'clock in the afternoon and to provide support in the preparation of the utensils and the food to be served after the Mass on December 11, 2019 at 7:30 in the morning.
2. May we be allowed to borrow some of your skirting materials and other utensils to be used on that said occasion.
3. Please report directly at the Library Hub on the above schedule dates.
4. Travel and other expenses incurred while on official travel shall be charged against School/Local MOOE funds subject to the usual accounting rules and regulation.
5. Wide and immediate dissemination of this Travel Memorandum is desired.

Handwritten Signature
SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent