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April 22, 2019

**MEMORANDUM TO:**

1. Remylin V. Gaogao – ITO I, Division Office
2. Dae P. Habalo – SEPS, Division Office
3. Nathaniel E. Lajot Jr. – Teacher II, Division Office
4. Deovenson I. Veracruz – Teacher I, Division Office
5. Elmar G. Cabrera - Teacher II, Division Office
6. Jetril I. Labajo - Teacher II, Division Office

(Through the PSDS)

7. Ma. Lourdes E. Peronce – Teacher I, Santiago Delmo Mem. HS

**PRE-IMPLEMENTATION TESTING OF THE RESEARCH TRACKING SYSTEM**

1. You are hereby directed to attend the Pre-Implementation Testing of the Research Tracking System on April 29-30, 2019. The venue will be announced later.
2. Expenses for meals and accommodation shall be charged against local funds. All expenses incurred relative to this activity are subject to the usual accounting rules and regulations.
3. Teaching personnel is entitled to two (2) days service credit upon submission of duly accomplished DTR and accomplishment report.
4. This serves as Travel Order.
5. For the information, guidance and strict compliance of all concerned.

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

Tel. Nos: (035)225-2838 / 225-0887/422-7844 (Division Supl's Office); (035) 225-1822 (CID); (035) 225-1823 (Legal Section); (035)225-6180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-9511 (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) 422-3921 (Supply Section)