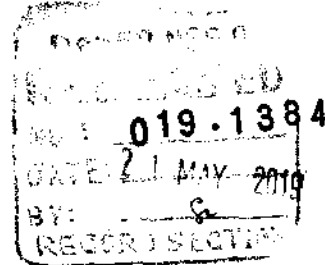




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.dcpednegor.net

TRAVEL ORDER

No. 570, s. 2019



TO : **JIAN A. DIAZ**
OIC – Personnel Unit

ANNABEL R. RAMIREZ
Admin. Assistant III

MAYETTE S. REYES
Admin. Assistant II

RENAR ANN M. CATAN
Admin. Assistant II

PURPOSE : To attend the Orientation Cum Workshop on Form 7 eTemplate

DATE OF TRAVEL : May 30, 2019

Place/Venue : Deped Regional Office VII, Sudlon, Lahug, Cebu City

ALLOWED/CHARGED TO: *(Division MOOE Funds subject to the usual accounting and auditing rules and regulations)*

: Transportation/Per Diem & Other incidental expenses
 : Transportation
 : Per Diems
 : On Official Time/Business

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

5/20/19

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) 225-7312 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MAY 14 2019

REGIONAL MEMORANDUM
No. 0240, s. 2019

ORIENTATION CUM WORKSHOP ON FORM 7 eTEMPLATE

To: Schools Division Superintendents/Officers-in-Charge
Assistant Schools Division Superintendents/Officers-in-Charge
Regional Administrative Services Division-PSU Personnel

1. To streamline the system in the preparation of Form 7, an orientation-workshop on the electronic template is slated on May 30, 2019 from 8:00 am – 5:00 pm at the 3rd floor of the Regional Office.
2. Participants to this activity are the Division HRMO and Form 7 handler. They are to bring laptops with 32 – bit Operating System (OS) in Windows 7.
3. Expenses for food and snacks during the workshop shall be charged against the Regional MOOE Fund while transportation and other related expenses incurred by the participants will be charged to their respective Division Office MOOE Funds.
4. First meal is breakfast while afternoon snacks will be the last to serve.
5. Immediate dissemination of this Memorandum is desired.

JULIET A. JERUTA PhD, CESO IV
Director IV

ASD/bdt

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7334 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366, 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EPL 2015: Kawapatan ng Lahat, Pananagutan ng Lahat"