



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

May 23, 2019

MEMORANDUM

TO : The following Division personnel:

- Felix E. Sayre, Jr.**
- Analou G. Saga**
- Jason A. Fermiza**
- Jediliso N. Catalan**
- Rhubert Joy D. Alquerro**
- Mary Ann L. Balambao**

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 DATE 28 MAY 2019
 BY [Signature]

In connection with the records disposition and disposal procedure of the Department of Education, you are hereby directed to report every Saturday from May 25, 2019 – June 15, 2019 to sort and conduct inventory on the records of the administrative/personnel section.

You will be granted non-monetary remuneration (**Compensatory Time-Off**) for the services rendered.

WILFREDA D. BONGALOS, Ph. D., CESO V
 Schools Division Superintendent
 5/28/19

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) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)