



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

**DIVISION MEMORANDUM**

DEPARTMENT OF EDUCATION  
**RELEASED**  
NO.: 015.0550  
DATE: 10 APR 2015  
BY: [Signature]  
RECORD SECTION

**TO :** Through the District Supervisors/In-Charge/School Head  
**JEANNY M. ABEJERO, P-I,** Ong Che Tee Bacong High School  
**VIRGILIO P. ALABATA, P-I,** Negros Oriental High School  
**JOEL G. CATUBAY JR., HT -II,** Maladpad Elementary School  
**JACQUELINE C. BACULAD, TIC,** Siapo High School  
**ALFIEN S. DIVINAGRACIA, T-III,** Sibulan South District  
**GUILLES ROXAS, T-I,** Negros Oriental High School  
**CLAIRE S. PLANTERAS, T-III,** Sta. Catalina South District  
**DAN P. ALAR, MT-I,** Siaton Science High School  
**JUMAR S. QUIBOT, T-I,** Amlan District

**SUBJECT :** COORDINATION MEETING

**DATE :** April 10, 2015

1. In preparation for the different activities this summer, you are hereby requested to attend a Coordination Meeting on Monday, April 13, 2015 at 8:00 AM at the Division Conference Room.
2. Meeting agenda will include program preparation and tasks for the Recognition of Excellent Leaders and the Sulong NegOr Choir and Dance Troupe Auditions.
3. This Memorandum serves as Travel Order.
4. Travelling and other expenses shall be charged against School/PTA/and other local funds subject to the usual accounting and auditing rules and regulations.
5. For your guidance and compliance.

For the Schools Division Superintendent:

*[Signature]*  
**ESTER A. FOTALAN, Ed.D.**  
OIC-Asst. Schools Division Superintendent  
Office In-Charge *[Signature]*

SYJ/EAF/kcp