



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

DEPT. OF EDUCATION
RELEASED
NO. 015-0508
DATE: 15 APR 2015
BY: [Signature]
RECORDS SECTION

DIVISION MEMORANDUM

TO : Through the PSDSs/DICs/School Heads
KARLA C. PANESA, Division Coordinator
JEANNY M. ABEJERO, PI, Bacong District
IRYLL MAE S. MACAHIG, T-I, Siaton West District I
MONTANO JR. MEGARBIO, T-I, Ayungon District
JOEL JR. CATUBAY, HT-II, Siaton West District II
JACQUELINE C. BACULAD, TIC, San Jose District
CLAIRE S. PLANTERAS, T-III, Sta. Catalina South District
DAN P. ALAR, MT-I, Siaton West District II

SUBJECT : **PROGRAM PREPARATION FOR THE RECOGNITION OF OUTSTANDING AND EXCELLENT LEADERS**

DATE : April 15, 2015

1. In preparation for the Recognition of Outstanding and Excellent Leaders, you are hereby directed to report to the Division Office on April 16, 2015; 8:00 AM for the preparation of the programs.
2. You are further instructed to distribute the programs to the different provincial offices.
3. Please bring laptop and extension cords.
4. This Memorandum serves as **Travel Order**.
5. Travelling and other expenses shall be charged against School MOOE/PTA/and other local funds subject to the usual accounting and auditing rules and regulations.
6. For compliance.

[Signature]
SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent

STJ/ kcp

15 APR 2015