



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

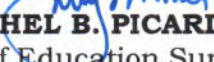
DIVISION MEMORANDUM
CID-2023- 903

To : **MR. FRANCIS C. AUSTERO** **DR. ANTONIO B. BAGUIO JR.**
DR. BEN JOFIL B. DIEGO **MR. OUGIE LABONG**
MR. JIMMY YBIAS **MR. ARTHUR CARPIO**

(Through the Public Schools District Supervisors/District In-
Charge/School Heads)

MS. JANLE PERKINS **MR. RANDY KABRISTANTE**
MR. ARNOLD CABATO **MR. MARK EGE**
MR. JOSIVEL JUANILLO

From : By the Authority of the Schools Division Superintendent:


RACHEL B. PICARDAL EdD
Chief Education Supervisor, SGOD
Office In-Charge

Subject: **Preparation of SODA and TAPOC Decorations**

Date : November 28, 2023

1. You are hereby informed of your attendance for the preparation of SODA and TAPOC decorations on December 2-3, 2023, and December 8-9, 2023 at the Schools Division Office, Division of Negros Oriental, Capitol Area, Daro, Dumaguete City.
2. Transportation and other incidental expenses incurred shall be charged against School MOOE and other local funds subject to usual rules and accounting regulations.
3. The School Head of the concerned Teachers is requested to issue Authority to travel, ensuring as well that classes of the participants are attended.
4. Service Credits /Compensatory Time-Off (CTO) may be requested in accordance with Civil Service Commission and DBM Joint Circular No. 2, s. 2004 rules and regulations.
5. For your information and guidance.

NCO/JMA-MKP-NLR/CID/FCA/rad

29 NOV 2023



Address: Kagawanan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644



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