



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
FINANCE-2023- 860

TO : **DAFODEL M. CALUMPANG, ADAS III** - San Jose  
**DIANNE EVE C. OMNOS, ADAS III** - Sibulan I

THRU : **NIDA L. BERSABAL, PSDS** - San Jose  
**LUISITO R. DIVINAGRACIA, Principal II** - Sibulan I

FROM : **NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent  
11/16/2023

SUBJECT : **ASSIST IN THE PROCESSING OF TEACHERS' MEAL  
ALLOWANCES FOR THE EOSY ACTIVITIES AND REIMBURSEMENT  
OF TRAVEL EXPENSES**

DATE : **November 16, 2023**

1. The above-named personnel are hereby directed to report to the Accounting Section, Finance Unit, of this Division, effective immediately, to assist in the processing of the teachers' meal allowances during the conduct of NLC, LENDC, and Remedial Classes, and reimbursement of travel expenses.
2. Concerned personnel shall make sure that their duties and responsibilities of their assigned school/district offices are not hampered.
3. Travelling expenses, lunch and transportation, related to this memorandum shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
4. This temporary assignment shall take effect until all claims are completely processed.
5. This serves as your Authority to Travel.
6. For your information, guidance, and compliance.

NCO/JMA-MKP-NLR/FINANCE/jpp/jvv  
November 16, 2023

16 NOV 2023



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