



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2023- 10

TO : **ASDSs and SGOD Chief
Public Schools District Supervisors/In-Charge/Caretakers**

By the authority of the SDS:

FROM : **MARCELO K. PALISPIS, EDD**
Assistant Schools Division Superintendent
Office - In - Charge

SUBJECT : **DIVISION EXECUTIVE CONFERENCE OF ALL DISTRICT
LEADERS**

DATE : January 9, 2023

1. This office informs all the Public Schools District Supervisors/District In-Charge/District Care Takers for **Schools Visit and Division Executive Conference** at **8:00 o'clock in the morning** on **January 11-12, 2023**, at **Sta. Catalina Districts**.
2. The conference aims to:
 - a. discuss activities for 2023;
 - b. update progress on the recovery program; and
 - c. appreciate collaboration and teamwork in attaining the set objectives.
3. Drop off school is at Don Emilio MNHS, Sta. Catalina District 1.
4. Stringent health protocols like wearing of facemask, social distancing, etc. shall be observed.
5. Everyone is requested to come on time in blue polo shirt on the first day and purple polo shirt on the second day.
6. Travel and other incidental expenses related to the activity shall be charged against Division/School MOOE or other local funds subject to the usual accounting rules and regulations.
7. This serves as an **Authority to Travel**.
8. For information and compliance.

ISPP/ MKP-JMA-NLR/OASDS-R/ NLR

10 JAN 2023



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