



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of Negros Oriental

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 101

TO :

Through the District Supervisors/ School Heads)
ROSYL GERALDINE M. PARTOSA, RGC- CORNHS, San Jose District

FROM :

By the Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS EdD
OIC-Assistant Schools Division Superintendent
Office In-Charge

SUBJECT :

**To assist in facilitating the guidance process and to assist in
conducting debriefing at Valencia NHS**

DATE :

February 23, 2023

1. This office informs the above-mentioned Guidance Counselor of her assistance in facilitating the guidance process and debriefing at Valencia NHS, Valencia, Negros Oriental on February 23-24, 2023.
2. Travelling and other incidental expenses incurred during the conduct of the activity shall be charged to School MOOE and other funds, subject to the usual accounting and auditing rules and regulations.
3. This serves as your **TRAVEL ORDER**.
4. For your guidance and compliance.

SPP/JMA-MKP-NLR/SGOD/RBR/ims



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