



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- 124

TO : **(THROUGH THE PSDS)**

Maria Luz Quitay, P-I, Siaton –I District
Aurelia Pagbunocan- P-I , Dauin District
Agripina Jabanés – P-I, Valencia District

By the authority of the School Division Superintendent

FROM : **MARCELO K. PALISPIS EdD, JD**
OIC Asst. Schools Division Superintendent
Office In-Charge *3/17/23*

SUBJECT : **FINALIZE THE PREPARATIONS FOR THE UPCOMING
NORAA MEET AND CVIRAA MEET 2023**

DATE : March 3, 2023

Please be informed that the you are directed to report to the Division Office in order to assist in the preparation of the purchase request, billeting quarters, playing venues, program and other preparations on March 6-10, 2023.

Please coordinate with Mr. Allan Tabio, the focal person.

Transportation, food and other incidental expenses are chargeable against the School MOOE subject to the usual accounting rules and regulations.

This serves as your **Travel Order**.

For your guidance and compliance.