



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- 161

TO : **DR. RACHEL B. PICARDAL**, Chief, SGOD
MS. ANNABELLE R. RAMIREZ, ADAS III
MRS. MARSHA D. RUIZ, ADA I

FROM : By the authority of the Schools Division Superintendent:

MARCELO K. PALISPIS EdD, JD
OIC-Assistant Schools Division Superintendent
Office In-charge
03 MAR 2023

SUBJECT : **PREPARATION OF THE ARRIVAL OF THE SCHOOLS DIVISION
SUPERINTENDENT**

DATE : March 3, 2023

-
1. You are hereby requested to report on March 4, 2023, at the Division Office to prepare for the arrival of Schools Division Superintendent.
 2. Your attendance and services will credit Compensatory Overtime Credit (COC) per Civil Service rules and provision.
 3. For your information and compliance.

SPP/JMA-MKP-NLR/SGOD/RBP/kjob
March 3, 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph