



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- 127

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

FROM : *pp paulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
*3/20/23*

SUBJECT : **To assist in consolidating Homeroom Guidance Reports**

DATE : March 20, 2023

1. This office informs the above-mentioned Guidance Counselor of her assistance consolidating the Homeroom Guidance at Plaza Maria Luisa Suites Inn, Dumaguete City, Negros Oriental on March 20-21, 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/RBP/imsn *[Signature]*

21 MAR 2023



**Address:**Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:**(035)225-2838 / 225-0667 / 422-7644