




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- 208

TO : **DR. CHARMAINE F. BURGOS\_JAINAR**,PSDS, Amlan District

FROM :   
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
3/24/23

SUBJECT : **EVENTS PLANNING AND PREPARATION OF PROGRAM NEEDS**

DATE : March 23, 2023

1. In preparation for a Division Launching there will be an Events Planning and Preparation of Program Needs on March 24, 2023 at the SGOD Office.
2. For this, may we request for the attendance of **Mr. Jumar S. Quibot**, Master Teacher of Amlan National High School.
3. Please advise the School Head to issue an Authority to Travel relative to his attendance in the meeting.
4. Travelling and other expenses incurred during the participation in the activity shall be charged against School MOOE and/or other local funds subject to the usual accounting and auditing rules and regulations.
5. For information and compliance

SPP/JMA-MKP-NLR/SGOD/RBP/kpanton



24 MAR 2023



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