



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- 483

**TO :** **NIDA L. BERSABAL, EdD**—PSDS, San Jose  
**ROLANDO PACARRO, EdD**—PSDS, Valencia

**By the Authority of the Schools Division Superintendent:**

**FROM:** **NILITA L. RAGAY, EdD**  
OIC-ASDS, CID Chief  
Office In-Charge  
7/17/23

**SUBJECT :** **PLANNING CONFERENCE TO BRACE FOR THE TRAINING WORKSHOP ON CHOIR CONDUCTING AND SINGING**

**DATE :** **July 17, 2023**

1. To prepare for the **2-Day Training Workshop on Choir Conducting and Singing on July 18-19, 2023**, a planning conference will be held on **July 17, 2023 at the CID of the Division Office, Capitol Area, Dumaguete City.**
2. Relative to this, **Mr. Michael Villanueva of San Jose District and Ms. Blanche Banot of Valencia District** are requested to conduct such aforementioned activity.
3. A One-Day service credit shall be given as stipulated in **DepEd Order No. 53, s 2003** titled **"Updated Guidelines On Grant Of Vacation Service Credits To Teachers"** Activities eligible for the grant of service credits include attendance/ participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc... if such are held during the summer vacation or during weekends.
4. This **MEMORANDUM** serves as your **TRAVEL ORDER.**
5. Travelling expenses and other incidental expenses will be charged to School MOOE /local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this **MEMORANDUM** is desired.

17 JUL 2023

