



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- 62

TO : **ENGR. PHILIP C. TUBOG**, Division Engineer  
**MR. DESIDERIO QUITOY**, ADA I  
**DR. REGINA CLARINA E. EMPESO**, SEPS  
**MS. KARLA P. ANTONIO**, EPS II

By the Authority of the Schools Division Superintendent:

FROM :   
**JOELYZA M. ARCILLA EdD, CESE**  
OIC-Asst. Schools Division Superintendent  
Office-In-Charge 2/8/23

SUBJECT : **SITE INSPECTION OF RECIPIENT SCHOOLS**

DATE : February 8, 2023

1. In line with the Department's Adopt-A-School Program (ASP) and the External Partnership initiatives, you are hereby directed to attend the Partnership Meeting with Farm Tech Philippines on February 13, 2023 in Zamboanguita, Negros Oriental.
2. Further, you are requested to conduct a site inspection of the following schools:
  - a. Calango ES
  - b. Kaladias ES
3. Travelling and other expenses incurred during the activity shall be charged against Division MOOE and other local funds.
4. This serves as **AUTHORITY TO TRAVEL**.
5. For guidance and compliance.

SPP/JMA-MKP-NLR/SGOD/RSP/SMN/RCEE/kpanton

8 FEB 2023



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