



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 - 667

TO : **MR. NEIL IAN T. VILLEGAS** – Teacher of San Miguel Elem. School
Bacong District

Thru: The PSDS & School Head

FROM : **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent
9/28/23

SUBJECT : **MUSICAL DIRECTOR DURING THE CONDUCT OF MISS GUY 2023**

DATE : **September 27, 2023**

1. This office is requesting you of your presence as a **Musical Director during the Miss Guy 2023 on September 27-28, 2023**, relative to the conduct of division office Family Day on September 28, 2023.
2. School head is requested to issue an Authority to Travel, ensuring that a teacher will take care of the learners on his absence.
3. Transportation and other incidental expenses are chargeable against School MOOE / Local Funds subject to the usual government accounting and auditing rules and regulations.
4. For your guidance and compliance.

NCO/MKP-JMA-NLR/CID-NLR/ching

29 SEP 2023



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