




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- 803


TO : **ROMANITO VISITACION**

FROM : 
NERI C. OJASTRO, EdD, CESE
Schools Division Superintendent
10/24/23

SUBJECT : **ADDENDUM: SORTING OF DOCUMENTS & CLEAR-UP STORAGE
AREA AT MAYAPOSÍ PCHS, MABINAY NEGROS ORIENTAL**

DATE : **October 23, 2023**

1. Please be informed of your attendance to assist in the **SORTING OF DOCUMENTS & CLEAR-UP STORAGE AREA AT MAYAPOSÍ PCHS, MABINAY NEGROS ORIENTAL** activity on October 24, 2023.
2. Travel and other incidental expenses relative to the above activity shall be charged to Funds/Other local funds to the usual accounting and auditing Rules and Regulations.
3. This memorandum serves as **Travel Authority**.
4. Please be guided accordingly.

NCO/MKP-JMA-NLR/SUPPLY OFFICE
October 23, 2023 



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

24 OCT 2023