



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLC-2023- 533

TO : **ASDSs and SGOD Chief
Public Schools District Supervisors/In-Charge/Caretakers
NLC Coordinators and Others Concerned**

By the Authority of the Schools Division Superintendent:

FROM : **MARCELO K. PALISPIS EdD, JD**
OIC- Assistant Schools Division Superintendent
Office-In-Charge

SUBJECT : **EXECUTIVE CONFERENCE OF DISTRICT LEADERS**

8/4/23

DATE : August 4, 2023

1. This office informs all the Public Schools District Supervisors/District In-Charge/District Caretakers for an **Executive Conference** at **8:00 o'clock in the morning** on **August 11, 2023**, at **Valencia District**.
2. The conference aims to:
 - a. discuss implementation of EOSY activities;
 - b. update district leaders on division activities and
 - c. share plan for the opening of classes.
3. Drop off school is at Valencia Municipal Gymnasium.
4. Everyone is requested to come on time in our purple polo shirt.
5. Travel and other incidental expenses related to the activity shall be charged against Division/School MOOE or other local funds subject to the usual accounting rules and regulations.
6. This serves as an **Authority to Travel**.
7. For information and compliance.

NCO/ MKP-JMA-NLR/OASDS-R/ NR

08 AUG 2023



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