



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
OSDS-2023-896

TO : **GEMAIMA P. TABARES, ADAS III** - Sta. Catalina III  
THRU : **RODITA T. PLAZA, EdD, PSDS** - Sta. Catalina III

By the Authority of the Schools Division Superintendent:

FROM : **NILITA L. RAGAY, EdD**  
OIC-ASDS/CID Chief  
Officer-In-Charge

SUBJECT : **ASSIST IN THE PROCESSING OF TEACHERS' MEAL  
ALLOWANCES FOR THE EOSY ACTIVITIES**

DATE : **November 22, 2023**

1. The above-named personnel is hereby directed to report to the Accounting Section, Finance Unit, of this Division, effective immediately, to assist in the processing of the teachers' meal allowances during the conduct of NLC, LENDC, and Remedial Classes.
2. The concerned personnel shall make sure that her duties and responsibilities of her assigned District Office are not hampered.
3. Travelling expenses, lunch and transportation, related to this memorandum shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
4. This temporary assignment shall take effect until all claims are completely processed.
5. This serves as your Authority to Travel.
6. For your information, guidance, and compliance.

NCO/JMA-MKP-NR/FINANCE/jpp/jvv  
November 22, 2023

23 NOV 2023



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