



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

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

SGOD-2023- 800

TO : **IRYLL MAE S. MACAHIG**- SEPS- HRDS

Through the District Supervisors/ School Heads)  
**MARICHYLE P. LAJATO**- Negros Oriental High School  
**PELLUCHIE S. MANILA**- Valencia NHS, Valencia District  
**MARY JUDITH R. CUEVAS**- Dauin NHS, Dauin District

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

SUBJECT : **To conduct initial Assessment and Focused Group Discussion on Mental Health (Special Case)**

DATE : October 19, 2023

1. This office informs the above-mentioned Guidance Counselors and personnel of their assistance in conducting initial assessment and Focused Group Discussion (FGD) on Mental Health (Special Case) on October 19, 2023 at Balugo NHS, Valencia, Negros Oriental
2. Travelling and other incidental expenses incurred during the conduct of the activity shall be charged to School MOOE and other funds, subject to the usual accounting and auditing rules and regulations.
3. This serves as your **TRAVEL ORDER**.
4. For your guidance and compliance.

NCO/JMA-MKP-NLR/SGOD/RBP/imsm

24 OCT 2023



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