



Republic of the Philippines

**DEPARTMENT OF EDUCATION**

Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

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May 26, 2017

DIVISION MEMORANDUM

NO. 267, S. 2017

TO : Assistant Schools Division Superintendent  
Chief, CID & SGOD  
Division Education Program Supervisors  
Public School District Supervisors/District In-charge  
School Heads, Elementary and Secondary

SUBJECT : **COMPETENCY ENHANCEMENT SEMINAR-WORKSHOP ON "ACHIEVING EXCELLENCE IN CUSTOMER SERVICE THE ARTA WAY"**

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1. This is to inform the field that there will be a Competency Enhancement Seminar - Workshop on "Achieving Excellence in Customer Service the ARTA Way" to all School Heads, Elementary and Secondary and Public School District Supervisors on the following schedules;

| DATE          | PARTICIPANTS                           | VENUE            |
|---------------|--|------------------|
| June 20, 2017 | 1 <sup>st</sup> Congressional District | Bindoy I CES     |
| June 21, 2017 | 3 <sup>rd</sup> Congressional District | Zamboanguita CES |
| June 22, 2017 | 2 <sup>nd</sup> Congressional District | Manjuyod 2 CES   |

2.. Food, traveling and other incidental expenses shall be charged to school MOOE/local funds subject to the usual accounting and auditing rules and regulations. Participants are also advised to bring their own food for lunch and snacks.

3.. This serves as the participants' Travel Order.

4.. For your information and guidance.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC, Assistant Regional Director, NIR   
Concurrent Schools Division Superintendent

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26 MAY 2017