



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
 Capitol Area, Dumaguete City

March 27, 2017

**TRAVEL ORDER**  
 NO. 233, s. 2017

TO : **Dr. Dan P. Alar**  
 Senior Education Program Specialist-HRDS

OFFICE : **School Governance and Operations Division**

PURPOSE : **To attend the 1<sup>st</sup> NEGROS ISLAND REGION CONVENTION of HUMAN RESOURCE DEVELOPMENT SECTION SPECIALISTS**

DATE OF TRAVEL : **March 28-31, 2017**

VENUE/PLACE : **Metro Inn , Lacson 6<sup>th</sup> Street , Bacolod City**

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 017-0663  
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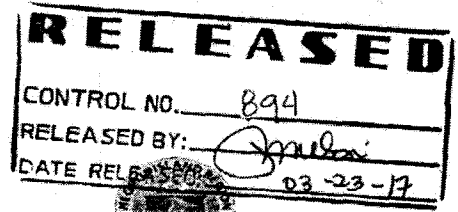
ALLOWED/CHARGED TO: *(Subject to the usual accounting and auditing rules and regulations)*

- \_\_\_\_\_ : Registration/Transportation and other expenses
- \_\_\_\_\_ : Transportation
- \_\_\_\_\_ : Per Diems
- \_\_\_\_\_ : On official time/business only
- X   : Board and Lodging will be charged to Regional Funds
- X   : Transportation/per diem & other incidental expenses incurred shall be charged against Division MOOE/ local funds.

**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC – Office of the Asst. Regional Director  
 Concurrent OIC – Office of the Schools Division Superintendent



Republic of the Philippines  
 Department of Education  
**NEGROS ISLAND REGION**  
 West City Elementary School Campus  
 Dumaguete City 6200



March 22, 2017

**REGIONAL MEMORANDUM**  
 No. 96 s. 2017

**1<sup>ST</sup> NEGROS ISLAND REGION CONVENTION OF HUMAN RESOURCE DEVELOPMENT SECTION SPECIALISTS**

To: Schools Division Superintendent  
 School Governance and Operation Division Chief

1. The Negros Island Region Human Resource Development Division will be holding its 1<sup>st</sup> Negros Island Region Convention of Human Resource Development Section Specialists on March 28- 31, 2017 at the venue to be announced later.
2. All Division HRDS SEPS are advised to prepare and bring the following:
  - a. Accomplishment Report and Best Practices in a 5- 10 minute power point presentation
  - b. IPCRF
  - c. HRDS Plans for AY 2017
3. Participants to this three-day live-in convention are Division HRDS SEPS and EPS II. Board and Lodging will be charged against Regional funds while travelling and other incidental expenses are chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
4. Arrival and registration will be on March 28, 2017 at 3:00 o'clock with dinner.
5. Please confirm your attendance by filling out this form and send it to email address [dencygracepad@yahoo.com](mailto:dencygracepad@yahoo.com) for the room accommodation.

Sample Template for Attendance Confirmation

Name of Participants	Division	Position	Gender

6. For immediate dissemination and compliance.

  
**GILBERT T. SADSAD, CESO V**  
 Director III  
 OIC-Regional Director