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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
Negros Island Region  
Division of Negros Oriental

017.2513  
06 NOV 2017  
8

November 6, 2017

**TRAVEL ORDER**

**TO:**

**Chair: Dr. Enrique Q. Retes**

**Thru the PSDS:**

**Members: Dr. Harold A. Suan  
Mr. Francis C. Austero  
Ms. Teresita Z. Olasima and other selected school heads**

**TRANSPORTATION COMMITTEE**

1. Please be informed that you are directed to report to the division office (please see Mr. Antonio B. Baguio, Jr.) to provide transportation/ride for Regional/National Technical Working Group (RFOT/NFOT TWG) series of planning conferences as per schedule (Sept 13-14, 2017, Nov 8-10, 2017, Dec. 5-6, 2017, January 24, 26, 2018, and per request by the Technical Working Group (TWG) in preparation of the forthcoming Regional/National Festival of Talents on December 14-16, 2017 and February 19-23, 2018.
2. The committee shall perform the following roles & responsibilities and submit reports/feedback on or before November 8, 2017:
  - a. Prepares contracts of MOA/MOU.
  - b. Prepares an alternate ride in case of untoward failure/s of a ride
  - c. Prepares and submit duly signed documents to the steering committee for proper action and another copy to the budget and finance for budget preparation for its payment.
  - d. Negotiates rides/vehicles to be used by each division and responds immediately to the needs of each delegation and R/NTWG including series of meetings and conferences.
  - e. Coordinates with the Supply Officer for possible contacts for Van rentals for the NTWG, Guests, Visitors and Judges.
3. All expenses relative to the conduct of the activity including the food and travel of participants shall be charged against local funds/MOOE and other funds, subject to the usual government accounting and auditing rules and regulations.
3. For your information, guidance and compliance.

For the Schools Division Superintendent:

  
**RACHEL B. PICARDAL, Ed. D.**

Chief Schools Governance and Operation Division