



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE

NEGROS ORIENTAL

Traversing the Paths to Educational Excellence



August 15, 2017

UNNUMBERED MEMORANDUM

**TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Division education Program Supervisors
District Supervisors/District In- Charge
Elementary School Administrators**

**SUBJECT: A TWO -DAY PREPARATION OF MATERIALS AND DRY RUN ON THE
TOPICS FOR MULTIGRADE TRAINING**

1. *A Two-Day preparation of materials and Dry Run on the topics for Multi-grade training will be conducted on August 17-18, 2017 at Plaza Maria Luisa Suites Inn, Dumaguete City*
2. *The following teachers , school heads and Division Education Program Supervisor are directed to attend the said activity and bring laptop, extension wire, for the dry run of the powerpoint presentation.*

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|--------------------------------|--------------------------|----------------------------------|------------------------------|
| <i>a. Katherine Y. Sedillo</i> | <i>Division Office</i> | <i>i. Rhea Lynn M. Garcia</i> | <i>Manjuyod 1 District</i> |
| <i>b. Nilita L. Ragay</i> | <i>Division Office</i> | <i>j. Myleen C. Sedillo</i> | <i>Amlan District</i> |
| <i>c. Ms. Melba Real</i> | <i>Sibulan District</i> | <i>k. Christie Mae C. Deguit</i> | <i>Ayungon District</i> |
| <i>d. Ms. Elvira Diones</i> | <i>Sibulan District</i> | <i>l. Cleofe B. Baron</i> | <i>Sta Catalina District</i> |
| <i>e. Ms. Rosa Leah Dagoy</i> | <i>Valencia District</i> | <i>m. Lyndon Lacanglacang</i> | <i>Canlaon District</i> |
| <i>f. Mr. Aldrin Yaeso</i> | <i>San Jose District</i> | <i>n. Jhonas Abondiente</i> | <i>Canlaon District</i> |
| <i>g. Ms. Agnes Almagro</i> | <i>Siaton District</i> | <i>o. Beberly A. Maquiling</i> | <i>San Jose District</i> |
| <i>h. Ms. Susan Austero</i> | <i>Bacong District</i> | <i>p. Juliet J. Tuala</i> | <i>Division Office</i> |
3. *First meal to be served will be breakfast of August 17, 2017 and the last meal is dinner of August 18, 2017.*
4. *Transportation expenses are chargeable against local funds/MOOE/ other sources of funds, while expenses for board and lodging for the participants will be charged to Multi -grade Funds. All expenses are subject to the usual accounting and auditing rules and regulations.*
5. *This serves as **TRAVEL ORDER**.*
6. *For immediate dissemination.*

LEILA W. I. LADRENA
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

**OIC- Office of the ARD
Concurrent OIC-Schools Division Superintendent**

15 AUG 2017