




November 8, 2017

UNNUMBERED MEMORANDUM

MS. MYLEEN C. SEDILLO-----AMLAN DISTRICT
MS. GEA C. ALONSO-----SIBULAN DISTRICT
MS. RHEA LYNN M. GARCIA----MANJUYOD DISTRICT
MS. BEBERLY MAQUILING-----SAN JOSE DISTRICT
MS. CLEOFE BARON-----SANTA CATALINA DISTRICT
MR. JHONAS ABONDIENTE-----CANLAON DISTRICT
MR. LYNDON LACANGLACANG--CANLAON DISTRICT
MS. CHRISTIE MAE DEGUIT-----AYUNGON DISTRICT
MR. ALDRIN YAESO-----AMLAN DISTRICT
DEPS/DIVISION COORDINATORS
EPS

1. You are hereby directed to attend a Two-Day Conference and Finalization of Powerpoint Presentation for Multigrade Training on November 14-15, 2017, Tuesday and Wednesday, 8:00 a.m- 5:00 p.m. at GSP Building, Capitol Area, Dumaguete City.
2. The following are the objectives of the conference:
 - a. Conduct walkthrough of the presentations
 - b. Finalize the training matrix and assignment of topics to trainers/facilitators; and
 - c. Identify the training materials and supplies needed per session
3. Expenses for meals to be served will be charged against Multi-grade Funds, while transportation and other incidental expenses relative to the abovementioned conference will be charged against local/division funds. All expenses incurred are subject to the usual accounting and auditing rules and regulations.
4. Kindly bring your laptop, extension wire, and powerpoint presentation during the activity.
5. This Serves as **Travel Order**.
6. For your information, guidance and compliance.


J. SALUSTIANO T. JIMENEZ, CESO VI
OIC- Office of the Assistant Regional Director
Schools Division Superintendent

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