



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

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**MEMORANDUM**

TO : **RACHEL B. PICARDAL**  
**ALLAN A. TABIO**  
**DAN P. ALAR**  
**DENNIS CHARL F. ANDALAJAO**  
**KARLA C. PANESA**  
**REGINA CLARINA E. EMPESO**  
**IRYLL MAE S. MACAHIG**  
**JOSEPH R. GEMINA**  
**JENITH C. CABAJON**  
**MARSHA D. RUIZ**  
**SHEENA BAYOT**  
**REYNALD C. DOTE**

FROM : **SALUSTIANO T. JIMENEZ, CESO VI**  
Schools Division Superintendent *slj*  
OIC-Assistant Regional Director *slj*

SUBJECT : EDUCATION SUMMIT PREPARATION

DATE : December 15, 2017

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1. The Division of Negros Oriental will celebrated Education Month through an Education Summit cum Division Teachers' Day on December 19, 2017.
2. The Schools Governance and Operations Division is hereby tasked to take charge of the activity.
3. Anent this, you are hereby requested to report on Saturday, December 16, 2017 at the Division Office to prepare materials and program for the said day.
4. Your attendance will merit a one-day Compensatory Time-Off.
5. This serves as **TRAVEL ORDER**.
6. For compliance.

18 DEC 2017