



Republic of the Philippines  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
[www.depednegor.net](http://www.depednegor.net)

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Schs. Division Supt's Office); (035) 225-1623 (Asst. Schs Div. Supt's Office);  
(035) 225-1622 (Promotional Section/EPSSs); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);  
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section);  
(035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section);  
(035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

December 01, 2017

**DIVISION MEMORANDUM**

No. 775 s., 2017

**DEADLINE FOR ALL REQUESTS FOR PAYMENT, REIMBURSEMENTS  
AND DOWNLOADING**

**TO : CHIEF, CURRICULUM IMPLEMENTATION DIVISION  
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION  
EDUCATION PROGRAM SUPERVISORS & SPECIALIST  
PUBLIC SCHOOLS DISTRICT SUPERVISORS/DISTRICTS IN-CHARGE  
TEACHING AND NON-TEACHING PERSONNEL  
ALL OTHERS CONCERNED**

This Office hereby announces that the deadline for requests for payments (e.g. supplies, materials, books, telephone bills/water, internet connectivity, etc.), reimbursements of travel, downloading of school MOOE and all other payables shall be on **DECEMBER 15, 2017**.

Further, submission of all requests and other related payables after the said date shall no longer be acceptable

Strict compliance of and wide dissemination with this Memorandum is hereby directed.

**SALUSTIANO T. JIMENEZ, LIB., CESO VI**  
OIC-Office of the Asst. Regional Director  
Concurrent Schools Division Superintendent  
# 12/01/17

STJ/LDC/AMS/bing

04 DEC 2017

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