



Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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Memorandum:

To : Assistant Schools Division Superintendent
District Supervisors
District Registrar (Elem, JHS, SHS)
District Statisticians (Elem, JHS, SHS)

From : Schools Division Superintendent

Subject : End of the School Reports for SY 2016-2017

Date : March 16, 2017

1. There will be an orientation and workshop to be conducted by the Division Planning Section for all District Supervisors, District Statisticians - Elem., JHS & SHS) District Registrars (with item and designated –Elem, JHS & SHS). It will be held at GSP building with the following schedule:

March 22, 2017 (Wednesday)	Second Cong. District
March 23, 2017 (Thursday)	Third Cong. District
March 24, 2017 (Friday)	First Cong. District

2. This orientation and workshop intend to orient the participants on the End of the School Year Reports for SY 2016-2017, Review of Roles and Functions of District Supervisors, School Heads, Statisticians and Registrars.
3. The orientation and workshop will start at 8:00 in the morning. Meals and snacks shall be served during the activities.
4. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For your information and guidance.

SALUSTIANO T. JIMENEZ, CESO VI
OIC, Office of the Asst. Regional Director, NIR
Concurrent OIC Office of the Schools Division Superintendent
3/20/17

20 MAR 2017