



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

Capital Area, Dumaguete City

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Memorandum:

**Consultative Meeting and Orientation on End of the School Year Reports for
SY 2016 - 2017 for Private School Administrators and Private School Registrars**

To : **Assistant Schools Division Superintendent**
Public Schools District Supervisors/District In-charge
Private Secondary and Elementary School Heads/Administrators and
School Registrars
All Others Concerned

1. There will be a consultative meeting and orientation on End of School Year Reports for SY 2016 - 2017 conducted by the Division Planning Section and Division Private School In-charge for all Private School Administrators/Heads and School Registrars. It will be held at the BSP building, Kagawasan Avenue, Dumaguete City on March 30, 2017.
2. Participants of the abovementioned activity will be the Private Secondary and Elementary School Heads/Administrators and School Registrars (2 participants per private school).
3. There will be a registration fee of Php 200.00 to defray expenses on food which will cover one (1) lunch and two (2) snacks. Please confirm your attendance on or before March 27, 2017 to Mr. Dennis Charl Andalajao at 09771707466 or Mrs. Regina Clarina E. Empeso at 09771710017 or email at negor.mande@gmail.com
4. 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

Handwritten initials and date: J 2/2/17

23 MAR 2017