



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 : Assistant Schools Division Superintendent
 Chief-SGOD & CID
 Public Schools District Supervisor
 Public School Heads
 Personnel In- Charge

SUBJECT : **URGENT MEETING TO ALL PERSONNEL IN-CHARGE**

DATE : November 23, 2017

1. All Personnel In-Charge are required to attend an urgent meeting on November 27, 2017 at 9:00 in the morning at Division Office.
2. They are required to bring with them a list of elementary and secondary school teachers with their Phil-Health Numbers using the following template:

DISTRICT: _____

NAME	DESIGNATION	SCHOOL	PHIL-HEALTH NO.

NOTED BY:

 PSDS

3. Travel & other incidental expenses are chargeable against local/school MOOE funds subject to the usual accounting and auditing rules & regulations.

F.O. **SALUSTIANO T. JIMENEZ, CESO VI**
 OIC-Assistant Regional Director
 Concurrent Schools Division Superintendent