



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

October 11, 2017

Memorandum To:

Ms. ELVIRA DIONES – Sibulan North District
Ms. HAZEL IBALE -- Sibulan South District
Ms. LADY ELGEN ABUNDO – Manjuyod District
Ms. SUSANA AUSTERO – Bacong District
(Thru the District Supervisor)

Ms. JOY TANIO – Division Office
(Thru the CID Chief)

1. Please be informed that you are chosen as the Co- Chairmen in the Division Kinder Day Celebration/Competition on Saturday, October 21, 2017 at NOHS Covered Court, Dumaguete City.
2. Your duties are as follows :
(For the four (4) Principals)
 - a. Coordinate with the CID Chief, Dr. Erlinda Calumpang and the chairperson per committee on their tasks assigned;
 - b. Run the whole day activity and monitor the flow of the contest;
 - c. Follow the order of the program.
(For Ms. Joy Tanio)
- a. Coordinate with the Chairman and Co-Chairpersons on the awards and other things needed during the contest/program.
- b. Facilitate the giving of the awards during the awarding ceremony together with the assigned committee.
3. This serves as TRAVEL ORDER.
5. Travelling, meals/ snacks and other incidental expenses of the participants shall be charged to SEF/ Local funds/ School MOOE, subject to the usual accounting and auditing rules and regulations.
- 6.. For your information and guidance.

For: SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent
10/11/17

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