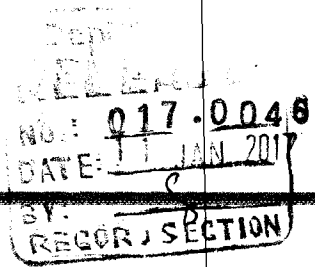




Republic of the Philippines
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City



MEMORANDUM TO:

Ms. Mercedes Painandos – MEMS, SPED Center
Ms. Eden Dagangan - Tayasan C/S, Tayasan District
Ms. Elenita Kadusale - Manjuyod SPED Center
Ms. Susana Canaveral - Mabinay SPED Center
Ms. Lucrecia Nicolas - Mabinay NHS
Ms. Ma. Melba Real - Sibulan SPED Center
Ms. Merlita Catan - Siaton East District
Ms. Beda Jovenciana Davad - Sta. Catalina SPED Center
Ms. Marilyn Lajato - Sta. Catalina NHS
Ms. Evangeline Mira - Siaton East NHS

(Through the District Supervisors)

RE: MAKING OF 2017 WORK & FINANCIAL PLAN FOR SPED

DATE: January 10, 2017

1. Please report to this Office on Thursday, January 12 , 2017 at SDS Conference room for the **Making of SPED Work and Financial Plan 2017**. The workshop will start at 8:00 in the morning and the said plan will be submitted on that day for SDS's signature.
2. All concerns are required to arrive on time in the said venue. Please bring with you your laptop. **NO PROXY ALLOWED.**
3. Travelling and other incidental expenses incurred during the workshop will be charged to SPED funds/ School MOOE all subject to the usual accounting rules and guidelines.
4. This serves as **Travel Order**.

For the Schools Division Superintendent:

DEXTER Y. AGUILAR, CESE

SDS

Office In- Charge

