



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

20 FEB 2017

February 20, 2017

TRAVEL ORDER

NO. 130, s. 2017

TO : **DR. DAN P. ALAR**
Senior Education Program Specialist-HRDS

JENITH C. CABAJO
Information Officer /Culture & Arts Coordinator

EMMA S. MATE
Senior Education Program Specialist-Soc. Mob. & Networking


PURPOSE : **To attend the Seminar -Workshop on Public Relations**

DATE OF TRAVEL : **February 21, 2017**

VENUE/PLACE : **Ms. Ann's Foodtown, Rovira Road, Dumaguete City**

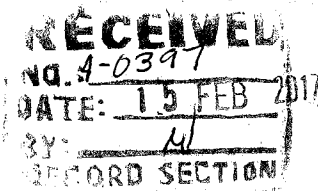
ALLOWED/CHARGED : *(Subject to the usual accounting and auditing rules and regulations)*

☒ X : Registration
☐ : Transportation
☐ : Per Diems
☐ : On official time/business only
☐ ; Board and lodging will be charged to Regional Funds
☒ X : Transportation/per diem & other incidental expenses incurred shall be charged against Division MOOE/ local funds.


SALUSTIANO T. JIMENEZ , CESO VI
OIC-Office of the Assistant Regional Director
Concurrent OIC Schools Division Superintendent

2/20/17





Empowerment Consultancy and Media Production

February 15, 2017

Mr. Sal Jimenez, CESO VI
Assistant Regional Director
DepEd NIR
Dumaguete City

Dear Sir:

Greetings!

Due to some requests from individuals and entities the Empowerment Consultancy and Media Production will again conduct a seminar-workshop on Public Relations (PR). This will be held on February 21, 2017 at Ms. Ann's Foodtown, Rovira Rd., Bantayan, Dumaguete City.

This seminar provides guidance and insights designed to enrich the participants' appreciation on the importance of public relations, and its role in building a strong relationship between the entities they are representing and their internal and external publics.

This activity is important to all, but is immediately necessary not only to your public information officer, but also to those with personnel under them (since employees are internal publics in any organization) and the so-called front-liners, i.e. those who constantly deal with the organization's publics in person, telephone, social media and in any mode of communication.

There will be a registration fee of P1,000. The participants will be provided with two snacks and lunch, seminar materials and certificate of participation. Registration starts at 7:30 am. The seminar begins at 8:30 am.

For more information kindly text or call the undersigned at 0917-718-5961 or 0919-503-5878.

Anticipating your favorable action on this invite, I am

Very truly yours,


Romulo G. Amarado
Proprietor

Empowerment Consultancy and Media Production