



Republic of the Philippines
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1623 (Asst. Sch's Div. Supt's Office);
 (035) 225-1622 (Promotional Section/EPSSs); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);
 (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
 (035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

December 14, 2017

TRAVEL ORDER
 No. 1158 s. 2017

MS. LIDA P. SARMIENTO
 Administrative Officer V

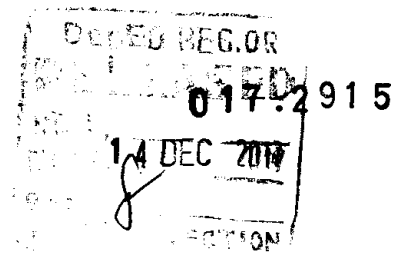
MS. LANI B. YURONG
 Administrative Officer IV

MS. TARA GAY S. DAPAT
 Administrative Officer IV

MR. HENRY R. BALAHAN
 Administrative Assistant III
 (Supply Officer Designate)

ENGR. ERWIN PINUTO
 PDO-1

This Office



You are hereby informed of your attendance to the Workshop on Administrative Concerns for SDO HRs/AOs, Supply Officers and Records Officers on December 18-19, 2017 at the 3rd Floor, DepED Regional Office, Sudlon, Lahug, Cebu City.

The participants to the workshop are the following:

Date	Time	Participants
December 18, 2017	1:00 p.m. to 5:00 pm.	Records Officers
December 19, 2017	8:00 a.m. to 12:00 p.m.	Admin. Officers and HRMOs
	12:00 p.m. to 5:00 p.m.	Supply Officers and General Services In-Charge

Travelling/transportation and other incidental expenses incurred shall be charged against division/local funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

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



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



R: 12/11/17

MEMORANDUM

TO : Schools Division Superintendents of Region VII

SUBJECT : Workshop on Administrative Concerns for SDO HRs/AOs, Supply Officers and Records Officers

DATE : December 8, 2017

As part of the 2017 Work and Financial Plan (WFP) of the Administrative Service Division to provide an effective and efficient delivery of administrative services to the teachers, there will be a Workshop on Administrative Concerns on December 18-19, 2017 at the 3rd Floor, DepED Regional Office, Sudlon, Lahug, Cebu City.

The participants to the workshop are the following ;

DATE	PARTICIPANTS	ADMINISTRATIVE CONCERNS	PROVISION
December 18, 2017 (1:00 p.m. to 5:00 p.m.)	Records Officers of Schools Divisions (ROAD 7) (1 participant per Schools Division)	Records Management	PM Snacks and Dinner
December 19, 2017 (8:00 a.m. -- 12:00 noon)	Admin. Officers and HRMOs of Schools Division Office (2 participants per Schools Division)	Personnel Actions	AM Snack and Lunch
December 19, 2017 (1:00 p.m. to 5:00 p.m.)	Supply Officers and General Services In-Charge (2 participants per Schools Division)	Asset Management and General Services	PM Snacks and Dinner

The workshop aims to update the Administrative Officers/Personnel in the Schools Divisions Offices in the new policy, rules and regulations.

For confirmation of participants, please send the list through email to Ms. Ida F. Cabantan, Supervising Administrative Officer, idafcabantan@yahoo.com on or before December 14, 2017.

Expenses relative to the said activity shall be chargeable against Regional Office funds, while the travelling and other incidental expenses shall be charged against Division Office Funds, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of and compliance with this Memorandum is desired.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO V
 Director III
 OIC-Regional Director

Dr. Jonule/Chief VV/ Ms. Ida
 Office of the Assistant Director, Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. Nos.: (032) 255-4542
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-3971 Human Resource Development Division (HRDD), Tel. Nos.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2325; 253-8061; 414-7321