

T-O # 1163



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

www.depednegor.net negros.oriental@deped.gov.ph (035) 225 1622

DepEd Negros Oriental
 NO: 017.293
 19 DEC 2017

TRAVEL ORDER
 December 18, 2017

To : Miss Karla Panesa, Educ. Program Specialist
 Mr. Gracia Rodel Deloria, Master Teacher, Zamboanguita Science High School

SUBJECT : EDITORIAL PLANNING AND WRITING WORKSHOP FOR THE JULY 2017-DECEMBER,
 2017 issue of GAZA MAGAZINE


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This is to inform you of your attendance to the Editorial Planning and Writing Workshop for the July, 2017-December, 2017 issue of GAZA MAGAZINE on December 19-20, 2017 at a venue to be announced later per Regional Memorandum No. 0972 dated December 13, 2017.

Kindly refer to RM No. 0972, s. 2017 for confirmation of your attendance and the details of what to bring during the workshop.

Expenses of board and lodging are chargeable against HRTD Regional Funds while travelling expenses, per diem, training materials and other incidental expenses shall be charged against Division Funds all subject to the usual accounting rules and guidelines.

For your cooperation.


SALUSTIANO T. JIMENEZ, CESO VI
OIC-Asst. Regional Director
Concurrent Schools Division Superintendent
 12/18/17



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



REGIONAL MEMORANDUM
No. 0972, s. 2017

DEC 13 2017

**EDITORIAL PLANNING AND WRITING WORKSHOP FOR THE JULY 2017 –
DECEMBER 2017 ISSUE OF GASA MAGAZINE**

**TO: All Editorial Staff of Gasa Magazine
All Regional Publication Focal Persons
All Schools Division Superintendents/OICs
All Division Publication Focal Persons
All Division Information Officers
All Others Concerned**

1. To uphold the upgrading of the communication strategies in the translation and dissemination of the achievements, programs, projects, advocacies and the different thrusts of the Department of Education to the general public, this Office, through the Public Affairs Unit, will conduct an **Editorial Planning and Writing Workshop for the July 2017 – December 2017 Issue of Gasa Magazine on December 19-21, 2017** at a venue to be announced later.

2. The aforementioned workshop aims to accomplish the following objectives:
2.1 plan, refine and create the editorial content of the Second Edition of Gasa Magazine;
2.2 write articles and lay out infographics for the editorial content on the July 2017 – December 2017 activities/engagements/events of DepEd – Region VII; and,
2.3 critique the articles and infographics for the drafting of the Second Edition of Gasa Magazine.

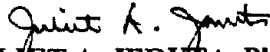
3. **All Editorial Staff of Gasa Magazine, Regional Publication Focal Persons (1 for each Functional Division), Division Publication Focal Persons (1 for each SDO), Division Information Officers (1 for each SDO)** are hereby requested to participate in this three-day workshop. Participants are advised to prepare and bring the following: (1) notes on the details of specific activities/engagements/events in schools or in regional and division offices from July 2017 - December 2017 (2) quotes from officials and/or significant sources of information (3) high-resolution pictures of the events (4) laptop.

4. Participants are also advised to submit the accomplished **Confirmation Slip** (see Enclosure A) signed by their respective Schools Division Superintendents/OICs to the Office of the Regional Director, **attention: Public Affairs Unit (PAU)**, on or before **December 14, 2017** through fax number: (032) 414-7399 and/or e-mail address: region7@deped.gov.ph.

5. Expenses for board and lodging shall be charged to HRTD Regional Funds subject to the usual accounting and auditing rules and regulations. First meal shall be breakfast of *December 19, 2017*. Last meal shall be lunch of *December 21, 2017*.

Ms. Parcesa
Mr. Delosin

6. Travelling expenses, per diem, training materials, and other incidental expenses incurred by the Regional personnel shall be charged to the Regional Funds while travelling expenses, per diem, and other incidental expenses incurred by the Division personnel relative to their participation in the aforesaid activity shall be charged to Division/Local Funds subject to the usual accounting and auditing rules and regulations.
7. Please be informed and be guided accordingly.
8. Immediate dissemination of this Memorandum is enjoined.
9. This Memorandum serves as **TRAVEL ORDER**.


JULIET A. JERUTA, Ph.D.
Director III
OIC-Regional Director

RD
ARV

Enclosure A

**EDITORIAL PLANNING AND WRITING WORKSHOP FOR THE JULY 2017 –
DECEMBER 2017 ISSUE OF GASA MAGAZINE
December 19-21, 2017**

Confirmation Slip

| NAME | DESIGNATION | POSITION |
|------|-------------|----------|
| 1. | | |
| 2. | | |

Schools Division Superintendent



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KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
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REGIONAL MEMORANDUM

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

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