



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division  
Superintendent

06 JAN 2021

DIVISION MEMORANDUM


No. 09, s. 2021

CORREGENDUM TO

**ORIENTATION ON THE PROPER OPERATION OF THE DUPLICATING MACHINES  
FOR THE REPRODUCTION OF MODULES**

To : Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors & DICs  
All Other Concerned

1. This office informs the field of the **One-day Orientation on the Proper Operation of the Duplicating Machines for the Reproduction of Modules** on January 7, 2021 at the Assembly Hall, Negros Oriental High School, Dumaguete City.
2. Each district should send two (2) personnel, preferably the designated District Property Custodian for Elementary and High School.
3. Travel and other incidental expenses of the participants shall be charged to School MOOE while food and materials shall be charge to GAS funds subject to usual accounting and auditing rules and regulations.
4. All participants are also reminded to observe proper health protocol against COVID-19 infection.
5. For your information and guidance.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent