



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

Office Name

INTER-OFFICE MEMORANDUM

<OFFICE>-IM-2020- 29

TO : **DR. CARMELITA A. ALCALA, EPS**
MRS. JENITH C. CABAJON, P II

FROM : *ppaulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **PREPARATION, OCULAR INSPECTION AND CONDUCT OF**
HERITAGE MONTH CULMINATION ACTIVITIES

DATE : May 25, 2021

1. In preparation for the incoming Heritage Month Culmination activities, you are hereby advised to convene and conduct ocular inspection at the proposed site for the **Virtual Quiz and Virtual Culmination Program @ Gabaldon Building** of Dauin Central Elementary School, Dauin, Negros Oriental on **May 25-29, 2021**
2. Travel, food, internet load and other relevant expenses shall be charged to Division Funds subject to the usual accounting and auditing rules and regulations.
3. Health and safety protocols against infectious COVID-19 must strictly be observed.
4. For your information and guidance.

[Signature]
SDS/ASDS/CID/NLR/CAA

May 26, 2021

26 MAY 2021



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644