

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

Office Name

INTER-OFFICE MEMORANDUM

<OFFICE> -IM-2020- 05

TO : **MS. ESTER NUEZ, RN**

FROM : For the Schools Division Superintendent:


NILITA L. RAGAY, EdD

OIC- Assistant Schools Division Superintendent

SUBJECT : **Medical Staff During the Conduct of the Development of Assessment Tools in Araling Panlipunan**

DATE : January 19, 2021

1. You are hereby advised to assist as Medical Staff during the conduct of the Development of Assessment Tools in Araling Panlipunan on January 20-22, 2021 @ Hotel Palwa, Dumaguete City. Your specific duty schedule will be on January 20, 2021 in lieu of Ms Suzette Onde who will be on leave on that day.

2. Please refer Division Memorandum No. 27, s. 2021 for more details.

3. Travel and other incidental expenses shall be charge to Division Funds while food inclusive of breakfast, lunch and 2 snacks per day for 3 days shall be charged to HRTD funds subject to the usual accounting and auditing rules and regulations.

3. For your information and guidance.


SPP/APA-FCL/HR/CID/CAA

Date: _____

19 JAN 2021



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