



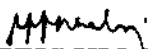
Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

IOM-2021- 10

TO : Curriculum Implementation Division Personnel

FROM : 
SENEN PRISCILLO P. PAULIN
Schools Division Superintendent

SUBJECT : **Three-Day Workshop on Work Ethics and Efficiency in the Organization**

DATE : **February 18, 2021**

1. This office informs the Curriculum Implementation Division Personnel to a **Three-Day Workshop on Work Ethics and Efficiency in the Organization** on February 23, 24, & 26, 2021 at a venue which will be announced later.
2. The first two days of the training is a live-in workshop while the last day will be conducted in the workplace.
3. Please be reminded to always observe minimum standards of health protocol. Further, you are requested to bring the following:
 1. Draft on Annual Implementation Plan of the Programs handled
 2. Draft on Calendar of Activities for the different Programs handled
 3. Laptop
4. Travel and other expenses related to the activity are chargeable against the Division MOOE/Local Funds, while the board and lodging shall be charged to the 2021 Division HRTD Funds, subject to the usual accounting rules and regulations.
5. This serves as a Travel Authority.
6. For information, guidance and compliance.

SPP/ APA-FCL-NLR/OASDS-R/ NLR
February 18, 2021

15 FEB 2021



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph