



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- 11

TO : **Dr. Dan A. Alar** SEPS
Ms. Iryl Mae Macahig EPS II
Ms. Karla P. Antonio EPS II
Ms. Sheena Lee B. Torres ADAS III
Ms. Mariel Timonan ADAS II

Thru the ASDS and SGOD Chief

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 you of your attendance as facilitators 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. 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.
4. This serves as a Travel Authority.
5. For information, guidance and compliance.

19 FEB 2021

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



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