



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

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**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2021- 92

TO : **Elementary and Secondary District Coordinators**  
**Through the District Supervisors/School Heads**

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

SUBJECT : **PLANNING CONFERENCE OF ELEMENTARY & SECONDARY  
DISTRICT COORDINATORS**

DATE : **March 8, 2021**

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1. Please be informed of the planning conference on *Wednesday*, March 17, 2021 at the Division conference room, 3<sup>rd</sup> floor, Division Office. Time schedule: for Secondary District Coordinators (8:00 a.m. to 12:00 a.m.) and Elementary District Coordinators (1:00 p.m. to 5:00 p.m.).
2. This planning conference aims to discuss guidelines on the conduct of National Science & Technology Fair (NSTF) S.Y. 2020-2021, Regional Science & Technology Fair (RSTF) 2020-2021 activities.
3. Please observe proper health protocols, wear face mask, face shield and bring alcohol in handy bottles.
4. Travelling, food and other incidental expenses shall be charged against school MOOE/local funds subject to the usual accounting and auditing rules and regulations.
5. For information of all concerned.