



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

Office of the Schools Division
Superintendent

MEMORANDUM
MLA-2021- 95

TO : **Public Schools District Supervisors / Districts-In-Charge**

FROM : *MP Paulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
3/11/2021

SUBJECT : **TURN OVER CEREMONY OF THE 34 UNITS DUPLICATING
MACHINE RISO CV 1200 DONATED BY THE PROVINCIAL
GOVERNMENT OF NEGROS ORIENTAL**

DATE : **March 11, 2021**

1. This is to inform all Public Schools District Supervisors / Districts-In-Charge that there will be a turnover ceremony for the duplicating machines donated by the Provincial Government of Negros Oriental on March 15, 2020 at 9:30a.m. at the Negros Oriental Convention Center.
2. Participants are expected to wear their face mask and face shield following the IATF standards and health protocol during the ceremony.
3. All duplicating machines shall be released immediately after the ceremony, therefore, all districts are required to provide for their own vehicles.
4. Travel and other expenses incurred by the participants relative to the activity shall be charged against Central School's MOOE/SEF/other available funds subject to usual accounting rules and regulations.
5. For information, dissemination and compliance.