



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-2020- 04

TO: **ANTONIETA C. OLORES, ED.D.**  
Public Schools District Supervisor

  
FROM: **SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SUBJECT: **TO ASSIST IN THE PREPARATION OF TRAINING MATERIALS**

DATE: January 4, 2021

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1. This office requests for the services of **Mr. Jee Ar F. Acosta** to assist in the preparation of training materials in Edukasyon sa Pagpapakatao (EsP) on January 5-6, 2021 at the CID Office.
2. Travelling and other incidental expenses incurred by Mr. Jee Ar F. Acosta shall be charged against School MOOE/local funds subject to the usual accounting and auditing rules and regulations.
3. This memorandum also serves as **TRAVEL ORDER**.
4. Immediate dissemination of this Memorandum is desired.

SPP/FCL-NLR/CID-FCL/dbm  
January 4, 2021

5 JAN 2021



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph