



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2020- 15

TO : **Dr. Nilita L. Ragay** **Dr. Karl Credo**
Dr. Carmellta L. Alcala **Mrs. Karia P. Antonio**
Dr. Renante A. Juanillo **Ms. Iryll Mae S. Macahig**
Dr. Annalee A. Amores **Mr. Edyi Cris B. Ragay**
Dr. Antonio B. Baguio **Dr. Lorilyn Nodalu**
Dr. Dan A. Alar

For the Schools Division Superintendent:

FROM : **NILITA L. RAGAY, EDD**
OIC-ASDS
Office-In-Charge

SUBJECT : **Conference**

DATE : **January 11, 2021**

1. This office informs you of your attendance to a conference at 2:00 o'clock in the afternoon on January 11, 2021 at the SDS Conference Room.
2. The conference will discuss details related to the conduct of a Three-Day Training Workshop on January 27-29, 2021. Briefing and other preparations for the training will be conducted on January 26, 2021 in a venue to be announced later.
3. Participants are reminded to always observe minimum standards of health protocol.
4. Travel and other expenses related to the activity are chargeable against the Division/School MOOE/Local Funds, subject to the usual accounting rules and regulations.
5. This serves as a Travel Authority.
6. For information, guidance and compliance.

SPP/ APA-PCL-NLR/OASDS-R/ NLR

01 JAN 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