



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-202- 221

TO : (Through the PSDS/School Heads)
MR. NEIL IAN VILLEGAS, Bacong District
Ms. MARIAN B. ESPINOSA, Sibulan 1 District
Ms. GEA ALONSO, Sibulan 1 District

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

SUBJECT : **Video Shoot on Offline Virtual Class Sessions of Kindergarten**

DATE : June 21, 2021

1. Please be informed of your attendance as videographer to the Offline Virtual Class Sessions of Kindergarten on June 23 -24, 2021 at Plaza Maria Luisa Suites Inn, Dumaguete City.
2. Kindly bring the needed equipment for the said activity. Concerned PSDSs/School Heads is requested to issue his **Authority to Travel**.
3. Wearing of face mask and face shield of the participant is mandatory in compliance to all required health and safety protocols set by IATF and DOH.
4. Meals & snacks shall be charged against OSEC-7-20-0865 funds while travel/incidental expenses incurred are chargeable against local/School/ District MOOE subject to the usual accounting and auditing rules and regulations.
5. For your information and guidance.

SPP/MKP-JMA/CID/NLR/kys
June 21, 2021



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