



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

**Office of the Schools Division  
Superintendent**

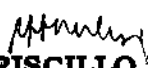
MEMORANDUM

MLA-2021- 89

TO : **MRS. RHODALINE G. DIZON**, PSDS, Sta. Catalina District II  
**MRS. KARLA P. ANTONIO**, Education Program Specialist II

**Through the School Heads:**

**MR. RAYMAR L. GUIRON**, Sta. Catalina District II  
**MS. MEEKA JUNE V. SARNE**, Sta. Catalina District II  
**MS. AMEDA GRACE A. TRACES**, Sta. Catalina District II  
**MS. AKTHY PRINCESS Q. FLORES**, Sta. Catalina District II  
**MS. ELLA R. VILLASAN**, Sta. Catalina District II  
**MR. REYNALD M. MANZANO**, Sta. Catalina District II  
**MR. ARNEL D. VARGAS**, Sta. Catalina District II

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

SUBJECT : **VENUE PREPARATION FOR THE INSTALLATION CEREMONY**

DATE : March 4, 2021

1. Please be informed that relative to the conduct of the Installation Ceremony of the newly re-assigned Assistant Schools Division Superintendents (ASDSs), you shall compose the Team for Stage and Venue Preparation for the Installation Ceremony dubbed as "Bloom" on March 8, 2021; 2:00 pm at Royal Suites Inn, Dumaguete City.
2. Anent this, you are requested to prepare the decorate the venue which is the Third Floor Conference Hall at Royal Suites Inn, Dumaguete City on March 7, 2021 from 2:00 pm. Please bring all necessary materials.
3. Attendance of teaching personnel shall merit Service Credits while that of non-teaching personnel will merit Compensatory Time Off (CTO) provided that all necessary documentary requirements are submitted.
4. Travelling and other expenses incurred during the attendance to the meeting shall be charged against School MOOE/local and other funds subject to the usual accounting and auditing rules and regulations.
5. For information, dissemination, and compliance.

05 : 3 2021

SPP/JMA-MKP/SCOD/RBP/kpanton



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