



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

Office of the Schools Division Superintendent

MEMORANDUM  
MLA-2022- 13

TO : **MA. IRENE CECILIA A. ELEMIA  
KECYLIEN JE Q. OMALE  
IVONE MARIE M. VILAFRANCA  
AMABEL A. HERRERA  
MARIELLE V. TIMONAN  
PHOEBE JEAN SAGOLILI  
JAN MARIE CAMACHO  
RINA DURAN  
RUBY JEAN ESTRELLITA M. BIDAURE**

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

SUBJECT : **Workshop on the Preparation and Consolidation of Annual  
Procurement Plan (APP) for CY 2022**

DATE : **January 13-14, 2022**

1. This is to inform you of your attendance to the Workshop on the Preparation and Consolidation of the Annual Procurement Plan (APP) for CY 2022 on January 13-14, 2022 at Southview Hotel, Banilad, Dgte. City.
2. Check in is on Jan. 13, 7:00am, first meal is breakfast and check out is on Jan. 14, last meal is dinner.
3. Travel and other incidental expenses of the participants relative to the said activity shall be chargeable against local funds subject to usual accounting rules and regulations.
4. Please be reminded that participants must observe the minimum health protocols (e.g. wearing of face masks). In keeping with the guidelines set by the City of Dumaguete IATF, participants are required to present their vaccination cards.
5. For information and guidance.

*g*

*12 JAN 2022*