



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- 394

TO : **ASDSs and SGOD Chief
Public Schools District Supervisors/In-Charge/Caretakers**

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

SUBJECT : **DIVISION EXECUTIVE CONFERENCE OF ALL DISTRICT
LEADERS**

DATE : August 11, 2022

1. This office informs all the Public Schools District Supervisors/District In-Charge/District Care Takers for **Schools Visit and Division Executive Conference** at **8:00 o'clock in the morning** on **August 16, 2022**, at **Sibulan Districts**.
2. The conference aims to:
 - a. discuss plans for the opening of classes.
 - b. organize activities as initial preparation for the new SY; and
 - c. appreciate collaboration and teamwork in attaining the set objectives.
3. Kindly bring the following:
 - a. Updated absorptive capacity report for SY 2022-2023
 - b. Accomplished 2022 Mid-year Review Form (first sem)
4. Drop off school is at Sibulan Central School, Sibulan District 1.
5. Stringent health protocols like wearing of facemask and face shield, social distancing, etc. shall be observed.
6. Everyone is requested to come on time in blue polo shirt.
7. Travel and other incidental expenses related to the activity shall ~~be~~ charged against Division/School MOOE or other local funds subject to the usual accounting rules and regulations.
8. This serves as an **Authority to Travel**.
9. For information and compliance.

ISPP/ MKP-JMA-NLR/OASDS-R/ NLR

AUG 11 2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph