



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- 107

TO : **DR. NIDA L BERSABAL**, PSDS, San Jose District  
**DR. FE G. BALOS**, Principal, Sra. Ascion ES  
**MS. KARLA P. ANTONIO**, EPS II

FROM : For the Schools Division Superintendent:  
  
**NILITA L RAGAY Edd**  
OIC-Assistant Schools Division Superintendent  
Office In-Charge 3/15/22

SUBJECT : **PREPARATION AND SORTING OF SUPPLIES/MATERIALS FOR  
HOME LEARNING SPACE (HLS) RECIPIENTS**

DATE : March 15, 2022

1. In view of the distribution of tables, chairs, and supplies to the identified recipients in five (5) barangays in San Jose District, you are hereby requested to assist in the preparation and sorting of supplies/materials on March 16-18, 2022 at Sra. Ascion Elementary School.
2. The School District Supervisor is hereby requested to coordinate with the local government unit for the provision of a vehicle to transport the materials from the Division Office to Sra. Ascion ES.
3. Further, the School Principal is requested to provide manpower to assist in the transport and sorting/labelling of supplies.
4. Travelling and other expenses incurred during the activity shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulation.
5. This serves as an **AUTHORITY TO TRAVEL** for Division personnel.
6. For information, guidance, and compliance.

SPP/JMA-MKP-NLR/SGOO/RBP/kpanton



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