



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- 140

TO : **DR. NIDA L. BERSABAL**, PSDS, San Jose District
MS. KARLA P. ANTONIO, Education Program Specialist II
DR. REGINA CLARINA E. EMPESO, Education Program Specialist II
ENGR. ERWIN C. PINUTO, Project Development Officer I

SCHOOL HEADS OF:
ALICIA C. CALUMPANG ES
BASAK ES
CRISOSTOMO O. RETES ES
TAPON NORTE ES
SRA. ASCION ES

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

SUBJECT : **TURN-OVER AND DISTRIBUTION OF HOME LEARNING SPACE
(HLS) MATERIALS TO IDENTIFIED RECIPIENTS**

DATE : March 30, 2022

1. This Office announces the conduct of the **Turn-Over and Distribution of Home Learning Space (HLS) Materials to Identified Recipients on April 1, 2022 at 1:00 PM at the Sra. Ascion Elementary School Gym.**
2. Participants to the activity are the SGOD Personnel, District Supervisor of San Jose District, School Heads of the identified schools, identified learners together with their parents, Barangay Officials, and Teachers of the host school.
3. School Heads are requested to coordinate with their respective barangays for the transportation of the materials.
4. The School Head of Sra. Ascion ES is requested to take charge of the program and committees for the preparation and conduct of the activity.
5. Further, the District Supervisor is requested to coordinate with the local IATF for the approval and clearance to conduct the activity.

30 MAR 2022



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6. Division Personnel are further directed to be at the venue in the morning of the said date to oversee the preparation.
7. Travelling and other incident expenses incurred by the participants shall be chargeable against School MOOE/other local funds subject to the usual accounting and auditing rules and regulations.
8. This serves as **AUTHORITY TO TRAVEL** for Division Personnel.
9. For information, guidance, and dissemination.