



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- 230

TO : *Through the Respective Division/ Section/ PSDS/ DIC/ School Head*

RAY PATRICK A. BALDERAS
District DRRM Coordinator (Secondary)
La Libertad 2

FROM : *Senen Priscillo P. Paulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
5/18/22

SUBJECT : **DOCUMENTATION AND FINALIZATION OF SCHOOL DAMAGES
REPORT DUE TO TYPHOON ODETTE**

DATE : May 18, 2022

1. You are hereby directed to attend the Documentation and Finalization of School Damages Report Due to Typhoon Odette on May 24-26, 2022, at La Limar Beach Resort, La Libertad, Negros Oriental.
2. Please bring the following:
 - Face masks and hand sanitizers. Minimum guidelines and protocols set by the DOH, IATF, and other agencies shall be always observed during the activity; and
 - Laptop with extension wire.
3. Travelling, Meals (breakfast, lunch, & dinner), snacks (AM & PM), accommodation, transportation & other incidental expenses incurred shall be charged against DRRM Funds subject to the usual accounting and auditing rules and regulations.

a) Meals and Snacks

First Meal - Dinner (May 23, 2022)
Last Meal - PM Snacks (May 26, 2022)

b) Accommodation

Check-in: May 23, 2022 (2pm)
Check-out: May 26, 2022 (12nn)

4. For immediate dissemination and compliance.

17 8 MAY 2022

SPP/APA-FCL-NLR / SOOD / ALEX / jrg



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