



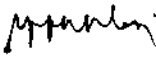
Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2022-<sup>247</sup>

TO : **ASDSs and SGOD Chief  
All Public Schools District Supervisors/  
District in-Charge/District Care Takers  
All Others Concerned**

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

SUBJECT : **SCHOOL VISIT AND DIVISION CONFERENCE OF ALL DISTRICT  
LEADERS**

DATE : June 14, 2022

1. This office informs all the Public Schools District Supervisors/District In-Charge/District Care Takers for **Schools Visit and Division Conference** at **8:00 o'clock in the morning** on **June 16-17, 2022**, at **Mabinay Districts**.
2. The conference aims to:
  - a. discuss issues and concerns of the 4th quarter of SY 2021-2022;
  - b. present activities set for the End of the School Year classes of SY 2021-2022; and
  - c. appreciate collaboration and teamwork in attaining the set objectives.
3. Kindly bring the following using the attached format:
  - a. Schedule of the End of the School Year Rites
  - b. No. of classrooms from kindergarten to Grade 6
4. Drop off school is at DCTMES, Mabinay 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, thus for those who wish to sleep on the day before the conference to join the activity on time, kindly make arrangement with the host PSDSs.



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

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/

**No. of Available Classrooms and Grade Sections in the Elementary Level**

District: \_\_\_\_\_

**No. of Available Classrooms**

School	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6	
	Sections	Classrooms	Sections	No. of Classrooms	Sections	No. of Classrooms	Sections	No. of Classrooms	Sections	No. of Classrooms	Sections	No. of Classrooms	Sections	No. of Classrooms
<b>TOTAL</b>														

Prepared by: \_\_\_\_\_

SIGNATURE OVER PRINTED NAME

### Graduation Schedule

District: \_\_\_\_\_

Date	Time	School	Assigned Official

Prepared by: PSDS/DIC/DCT