



Republic of the Philippines
Region VII, Central Visayas
DIVISION OF NEGROS ORIENTAL
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October 15, 2014

MEETING WITH ELEMENTARY AND SECONDARY SCHOOLS IN-CHARGE WITH PERSONNEL RECORDS

All Public Schools District Supervisors
All Secondary School Heads

1. The office of Administrative Service will conduct a workshop on the preparation of the Final Requirement of the PBB on October 16, 2014, 8:00 AM at the Division Conference Hall.
2. Participants to this conference are all District and Secondary Schools in-charge with personnel records. They shall bring the following report on both hard and soft copy:
 - A. List of Personnel per school with 2012 SALN
 - B. List of Personnel per school with data on the first day of service
3. Transportation and Travelling expenses shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
4. For strict compliance.


SALUSTIANO T. JIMENEZ, L.B.U.
Schools Division Superintendent

15 OCT 2014