



Republic of the Philippines
Department of Education
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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DIVISION MEMORANDUM

TO : Through the District Supervisors/School Heads
ADOLF P. AGUILAR, Education Program Supervisor
KARLA C. PANESA, Division Coordinator
MELCHOR DUEÑAS, Amlan District
JOSEPH GEMINA, La Libertad District
ARVIN T. LADION, San Jose District
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TEOFANES ASEÑAS, Mabinay District II
ARNOLD N. MUÑEZ, NOHS
RAMON JR. S. CUARTELA, NOHS
VICENTE B. MONGCOPA, NOHS
JACK RENACIA, San Jose District
MICHAEL VILLANUEVA, San Jose District

2014-9-2
31 OCT 2014

DATE : October 31, 2014

SUBJECT : **PREPARATION FOR THE UPCOMING TRAINING-WORKSHOP ON ORGANIZING AND MANAGING EVENTS**

1. You are hereby directed to report to the Division Office on **November 3 – 7, 2014** for the preparation of materials, souvenir programs, and musical presentations in preparation for the upcoming Training-Workshop on Organizing and Managing Events.
2. Further, you are requested to report at 9:00 AM on November 3, 2014.
3. Musicians must bring their musical instruments (electric guitar, bass, acoustic guitar).
4. Travelling expenses will be charged to School MOOE/PTA/Local Funds subject to the usual accounting and auditing rules and regulations.
5. For your information and compliance.


SALUSTIANO T. JIMENEZ, LL.B, CESO VI
Schools Division Superintendent