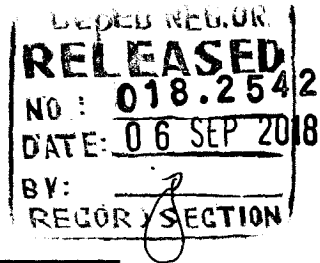




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



September 6, 2018

TRAVEL ORDER

NO. 1119, s. 2018

TO : MRS. MA. FE YOSORES (ENGLISH) TAYASAN
MRS. JIJI TALADUA (MAPEH) JIMALALUD
MRS. CHERYL MAE HONGCUAY (SCIENCE) MABINAY 3
MRS. MARILYN D. LAJATO (FILIPINO) STA. CAT. 3
MR. ERBEN BARREDO (MATH) STA. CAT. 1

OFFICE : Division of Negros Oriental

PURPOSE : To attend the **SERIES OF WORKSHOPS ON THE DEVELOPMENT OF MODULES FOR OPEN HIGH SCHOOL PROGRAM**

DATE OF TRAVEL : September 10-14 and 24-28, 2018

VENUE/PLACE : Tagaytay International Convention Center (TICC), Tagaytay City


ALLOWED/CHARGED TO: **2018 FLO** funds to be downloaded to the host Division, subject to the usual accounting and auditing rules and regulations

: Transportation and other incidental expenses

: Accommodation

Note: For the details of your travel, the things to bring and reimbursement of your travel expenses, please see attached communication.

For the Schools Division Superintendent:


RACHEL B. PICARDAL, Ed.D.
Chief Education Supervisor, SGOD
Office In-Charge



Republic of the Philippines
Department of Education



DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 633-7202 Telefax: (632) 636-4879
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Undersecretary for Curriculum and Instruction

1. present their travel authority and other related documents to the Secretariat upon arrival at the venue;
2. take the cheapest means of transportation to and from the activity;
3. bring laptop, extension cords, reference materials and pocket wifi (if available); and
4. strictly observe the schedule of first and last meals, arrival in and departure from the venue which are as follows:

Activity	Check-in/ First Meal	Check-out/ Last Meal
Development of Additional OHSP Modules	Morning snack on September 10, 2018	Afternoon snack on September 14, 2018
Development of Grades 9 & 10 OHSP Modules	Morning snack on September 24, 2018	Afternoon snack on September 28, 2018

Travel expenses of the participants shall be charged against 2018 FLO Funds to be downloaded to the host division, thus, participants shall keep all pertinent receipts and original documents to expedite their reimbursement.

We shall appreciate receiving the **Confirmed List of Participants** on or before **September 3, 2018**.

For further inquiries, you may contact **Ms. Melanie C. Unida**, Senior Education Program Specialist, at 09159424625, or you may email her at melanie.unida@deped.gov.ph.