



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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MEMORANDUM

TO : **Assistant Schools Division Superintendents;
Chiefs, SGOD / CID; Education Facilities Section; Legal Section;
Concerned District Supervisors / District-in-Charge;
School Heads of the following recipient schools:**

1. Tagaytay ES (Bindoy)
2. La Libertad CES (La Libertad)
3. Jimalalud NHS (Jimalalud)
4. La Libertad Tech-Voc School (La Libertad)
5. Pacuan NHS (La Libertad)
6. Pinalubnan NHS (Tayasan)
7. Mabato PCHS (Ayungon)
8. Tayasan National High School (Main) (Tayasan)
9. Jose B. Cardenas MHS – Uptown (Canlaon)
10. Jimalalud NHS – Tamao Ext. (Jimalalud)
11. Tayasan National Science High School (Tayasan)
12. Malaiba HS (Canlaon)
13. Masulog HS (Canlaon)
14. Ayungon NHS – Carol-an Ext. (Ayungon)
15. Pacuan NHS - Nasunggan Ext. (La Libertad)
16. Pacuan NHS - Busilac Ext. (La Libertad)

FROM : **WILFREDA D. BONGALOS, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT : **PREPARATION OF NECESSARY DOCUMENTS IN
COMPLIANCE TO THE IMPLEMENTATION OF CY 2018
BASIC EDUCATION FACILITIES FUNDS – BEFF
CONSTRUCTION OF NEW SCHOOL BUILDING**

DATE : **APRIL 26, 2018**

1. You are hereby required to attend a conference in **Preparation of Necessary Documents in Compliance to the Implementation of CY 2018 Basic Education Facilities Funds – BEFF Construction of New School Building** on **May 3, 2018 (Thursday); 9:00 AM** at the Division Conference Room, Capitol Area, Dumaguete City. Important matters will also be discussed during the conference.
2. School Heads of recipient schools are requested to bring with them the following necessary documents:
 - a. Proof of Ownership
 - b. Site Development Plan and Proposed Location drawn to scale that can accommodate the construction of new school building.
 - c. Certificate from your end that the site is free from obstruction such as trees, existing buildings and the like.
3. Traveling and other expenses shall be chargeable against local funds subject to the accounting and auditing rules and regulations.
4. For guidance and strict compliance.

27 APR 2018