

T-O # 413



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

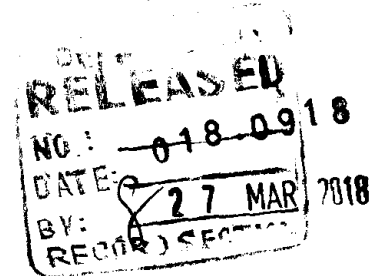
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March 23, 2018

**MEMORANDUM TO:**

MS. TARA GAY S. DAPAT  
AO IV

MR. ANTONIO RICARDO E. DURAN  
ADA I




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You are hereby directed to report to Division Office on Saturday, March 24, 2018 to do the task of transferring files/folders/records to their location in order to pave the clearing of the 2<sup>nd</sup> floor hallway.

Services rendered on Saturdays are charged to Compensatory Time Off (CTO) subject to the submission of required documents.

For your guidance and compliance.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Assistant Regional Director  
Concurrent Schools Division Superintendent