

T.O.# 915



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Central Visayas, Region VII  
**Schools Division of Negros Oriental**  
 Office of the Schools Governance and Operations Division  
 Capitol Area, Daro, Dumaguete City  
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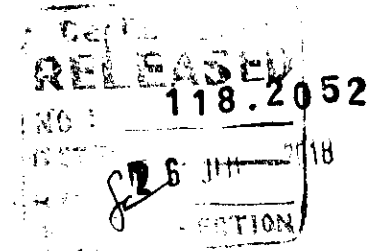
**MEMORANDUM**

**TO :** **ERWIN C. PUNITO**  
 PDO I / Division Engineer I

**DESIDERIO T. QUITOY**  
 ADA - Electrician

**SUBJECT :** **MAINTENANCE & REPAIR AT DIVISION OFFICE**

**DATE :** **JULY 20, 2018**



You are hereby directed to report at Division Office this Saturday, July 21, 2018 to remove remaining concrete & steel bars at Accounting office and to arrange Bid Documents stored at the newly constructed store room (3<sup>rd</sup> Floor).

Please be advised to log in and out using the biometrics bundy clock to record your attendance. Attendance is equivalent to Non-monetary Compensatory Overtime Credit.

For your information and guidance.

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