



T.O.# 1588

MEMORANDUM TO: Andrea Luz Englis, Ed. D.
Leonivel Secusana
Brenda Pasquil Ed. D.
Gerry Eltanal, Ed. D.
Jeanny Abejero, Ed. D.
Nida Bersabal, Ed. D.
Constance Joy Sarne
Delia Alanano
Fe Zuniega Ed. D.
Heidi Petras
Arnold jungco
Beda Jovenciana Davad, Ed. D.
Rolando Pacarro, Ed. D.
Ieny Socorro Ed. D.
Rhona Silva
Rose Marie Torres Ed. D.
Elisa Baguio Ed. D.
Marilou Lobos, Ed. D.

FROM: WILFREDA D. BONGALOS, Ph. D. CESO V
Schools Division Superintendent
11/22/18

SUBJECT: URGENT COORDINATION MEETING
ON PASKO SA KAPITOLYO 2018

DATE: November 22, 2018

1. Relative to the holding Pasko sa Kapitolyo initiated by the Province of Negros Oriental, you are hereby mandated to attend the urgent coordination meeting on November 23, 2018, 3PM at the SDS Conference Room.
2. Moreover, please coordinate with **Mrs. Jenith Corpis Cabajon**, *Division Coordinator, Culture & Arts*.
3. This memorandum serves as your **TRAVEL ORDER**.
4. Travelling and other incidental expenses shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations
5. Immediate and widest dissemination of this memorandum is desired.