



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

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the Schools Governance and Operations Division**  
 Capitol Area, Dumaguete City

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February 1, 2018

**TRAVEL ORDER**  
 NO. 111, s. 2018

DepED NEG. OR.  
**RELEASED**  
 018.0305  
 01 FEB 2018

**TO :** MIRIAM LOU T. BATIANCILA  
 Planning Officer III

**OFFICE :** SGOD Office - Division of Negros Oriental


**PURPOSE :** To attend Capacity Building of DepEd Planning Officers

**DATE OF TRAVEL :** February 4 – 10, 2018

**VENUE/PLACE :** Cebu Grand Hotel, Vibo Place N. Escario Street, Cebu City

**ALLOWED/CHARGED TO:** (Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations)

- \_\_\_\_\_ : Registration/Transportation and other expenses
- \_\_\_\_\_ : Transportation
- \_\_\_\_\_ : On official time/business only
- X  : Transportation/per diem & other incidental expenses

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC-Office of the Asst. Regional Director  
 Concurrent, Schools Division Superintendent  
 2/1/18



Republic of the Philippines  
**Department of Education**

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## ADVISORY

1. This refers to the Unnumbered Memorandum DM-PFO-2017-1323 dated December 19, 2017 re: Capacity Building of DepEd Planning Officers.
2. The venue for Cluster 3 will be at **Cebu Grand Hotel, Vibo Place N. Escario Street, Cebu City.**
3. Participants are required to complete the five (5) day training schedule for them to receive their training certificate of completion.
4. The training is intended for Region and Division Planning Officers only, if the Planning Officer of the Region or Division cannot attend the training he/she may only be substituted by their SEPS for Planning, in the event that the SEPS for Planning cannot also attend their slot will be forfeited.
5. Participants may check in at Day 0 (February 4, 2018) and the first meal to be served is dinner of the same day. Check out is until 12:00nn of Day 6 (February 10, 2018) and the last meal is breakfast of the same day.
6. Each participant is required to bring laptop and extension cord during the workshop.
7. Transportation and other incidental expenses of all participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

  
**MARIETA C. ATIENZA**  
Project Development Officer V  
Chief, EMISD-Planning Service