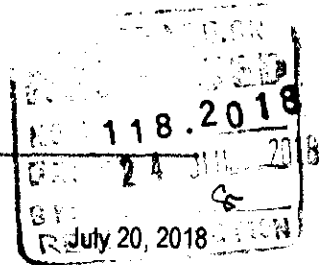


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net



**TRAVEL ORDER**  
NO. 903, s. 2018

**TO :** DR. EMMA S. MATE  
SEPS-SGOD

**OFFICE :** SGOD, Division of Negros Oriental

**PURPOSE :** To attend the outreach program of giving out books to Balugo Elementary School, Libertad Ong Calderon Memorial Elementary School and Maningcao Elementary School

**DATE OF TRAVEL:** July 23, 2018

**VENUE/PLACE :** Balugo Elementary School, Libertad Ong Calderon Memorial Elementary School and Maningcao Elementary School, Negros Oriental

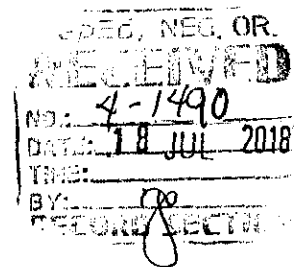
**ALLOWED/ CHARGED TO:** (Division MOOE/Local funds subject to the usual accounting and auditing rules and regulations)

\_\_\_\_\_ : Registration/Transportation and other incidental expenses  
\_\_\_\_\_ : Transportation  
\_\_\_\_\_ : Per Diems  
  x   : Transportation & other incidental expenses

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

7/23/18

SILLIMAN UNIVERSITY LIBRARY SYSTEM  
Dumaguete City 6200



July 17, 2018

**WILFREDA BONGALOS, CESO V**  
Schools Division Superintendent  
Department of Education – Negros Oriental Division

Dear Mrs. Bongalos:

Greetings!

The Silliman University Library will once again be doing an outreach program by giving out books to primary and secondary schools in Negros Oriental. The book donation will be on July 23, 2018. The beneficiaries on July 23, 2018 will be Balugo Elementary School, Libertad Ong Calderon Memorial Elementary School and Maningcao Elementary School. I would like to reiterate that this program aims to promote life-long learning and the pursuit of knowledge.

This book donation event is in partnership with Presbyterian of Ann Arbor, Michigan and will be coupled with various activities prepared by our librarians and staff whose deep sense of social responsibilities is on fire.

In view of this, we would like to request for your favorable endorsement for the said initiative. Your favorable response will help promote literacy in our community. For more details you may contact 422-6002 local 516.

Thank you very much.

Sincerely yours,

  
**ISABEL S. MARIÑO, RL**  
Acting University Librarian