DIVISION MEMORANDUM
No. 143, s. 2017

TO: RONILYN P. NIEVES
    JOAN M. NIONES
    ROMEO JAIRAL

FROM: DEE D. SILVA, DPA, CESO VI
       Schools Division Superintendent

For and in the absence of the SDS:

BEVERLY S. DAUGDAUG, Ed.D.
CID Chief/Office-In-Charge

SUBJECT: FETCHING AND SENDING OFF OF BEA PERSONNEL

DATE: March 1, 2017

1. Relative to the conduct of the English Proficiency Test (EPT) to all teacher-applicants, a personnel from the Bureau of Educational Assessment (BEA) will be coming to our division. With this, you are hereby directed to fetch her at 6:30 in the morning on March 4, 2017 at F. Bangoy International Airport and send her off to the above-mentioned airport early morning of March 5, 2017.

2. Travel and other incidental expenses relative to the above-mentioned activity shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.

3. For compliance.