



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
CITY SCHOOLS DIVISION-TAGBILARAN  
City of Tagbilaran



December 1, 2017

DIVISION MEMORANDUM

TO: : Mr. Melchor, Daniel, Asst. Sch. Principal SHS @ DCPNHS  
: Mr. Marcelino Pelin , School Principal of Dampas E/S

From : **VIRGINIA C. ZAPANTA, Ed. D., CESO V**  
Schools Division Superintendent

Subject : **FACILITY SECURITY SEMINAR & BASIC TERRORISM AWARENESS @**  
**Panda Tea Garden Suites**

Date : **December 6, 2017 at 1:00 p.m.**

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The Bohol Chamber of Commerce and Industry, Inc., NIA Compound, Dao District, Tagbilaran City invites you to attend to the Facility Seminar and Basic Terrorism Awareness slated on **December 6, 2017 at 1:00 p.m. at the Panda Tea Garden Suites.**

**This activity aims to give basic education on how to manage emergency and security-threatening situations.**

**The registration fee is Five Hundred Pesos (P500.00) which can be taken from the School MOOE subject to the usual accounting and auditing rules and procedures.**

Please be guided accordingly.

  
**VIRGINIA C. ZAPANTA, Ed.D. , CESO V**  
Schools Division Superintendent *all*



December 1, 2017

**TRAVEL ORDER**

No. 1422

To : MELCHOR DANIEL JR. AND MARCELINO PELIN  
 Place : PANDA TEA GARDEN SUITES, TAGBILARAN CITY  
 Purpose : TO ATTEND FACILITY SECURITY SEMINAR AND BASIC TERRORISM AWARENESS  
 Date : December 6, 2017  
 Legal Basis : Letter Communication from Engr. Albert M. Uy, President BCCI dated November 2, 2017  
 Funding : 1. Subject to availability of funds, the usual accounting and auditing rules and regulations, charge to: school funds.  
 2. OK AS TO FUNDS:

*M. T. Sagaral*  
**MICHELLE T. SAGARAL**  
 Accountant II

Services

LIQUIDATION OF PREVIOUS TRAVEL:

Date of last OB : \_\_\_\_\_  
 Purpose : \_\_\_\_\_  
 Venue : \_\_\_\_\_  
 Amount Paid : \_\_\_\_\_

Verified by:

*M. C. Rallos*  
**MARIFE C. RALLOS**  
 Administrative Officer IV

POST-TRAVEL REQUIREMENTS:

1. Within 15 days after travel, liquidate cash advance, if any, or claim reimbursement of expenses.

Approved:

*V. C. Zapanta*  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
 Schools Division Superintendent *sl*