



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



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtagbilarancitydivision@yahoo.com www.depedtagbilaran.org

MEMORANDUM


TO : DR. AQUILINO T. MILAR, JR.
Administrative Officer V

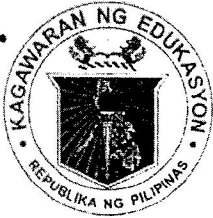
FROM : NERI C. OJASTRO, Ed.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

SUBJECT : PARTICIPATION IN THE PRELIMINARY MEETING OF THE
NATIONAL EXECUTIVE STEERING COMMITTEE (NESC) FOR
THE 2ND NATIONAL CONFERENCE OF PERSONNEL IN THE
ADMINISTRATIVE SERVICES (NCPAS)

DATE : July 30, 2019

-
1. You are hereby directed to participate in the Preliminary Meeting of the National Executive Steering Committee (NESC) for the 2nd National Conference of Personnel in the Administrative Services (NCPAS) in DepEd ECOTECH Center, Cebu City from July 31 – August 3, 2019, inclusive of travel time.
 2. The applicable travel, accommodation expenses and other related expenses shall be charged to the Division MOOE Fund (Administrative Service), subject to the usual budgeting, accounting and auditing policies, rules and regulations.
 3. For your guidance and compliance.


NERI C. OJASTRO, Ed.D., CESE
Assistant Schools Division Superintendent &
OIC, Office of the Schools Division Superintendent



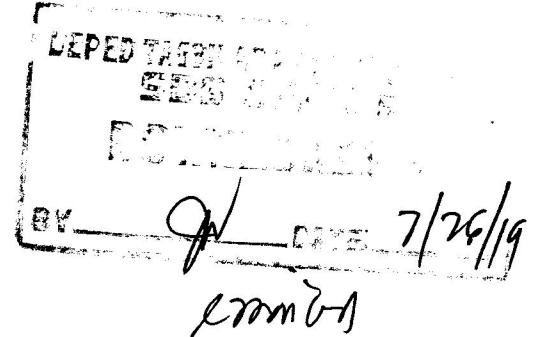
Republika ng Pilipinas
Republic of the Philippines
DEPARTMENT OF EDUCATION
KAGAWARAN NG EDUKASYON
DepEd Complex, Meralco Ave., Pasig City



Office of the Director
Administrative Service

July 25, 2019

NERI C. OJASTRO, EdD, CESE
Officer-in-Charge, Schools Division Superintendent
DepEd Division of Tagbilaran City
Rajah Sikatuna Ave., Dampas, Tagbilaran City, Bohol



Dear Superintendent Ojastro,

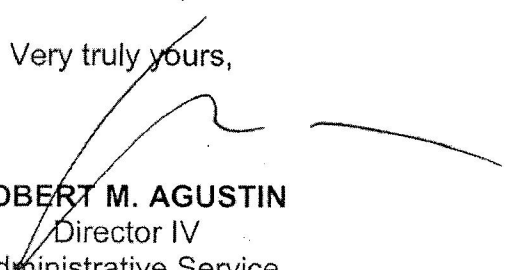
This is to respectfully request that **Mr. AQUILINO T. MILAR JR., Ph. D.**, Administrative Officer V, that Division Office, be allowed to participate in the Preliminary Meeting of the National Executive Steering Committee (**NESC**) for the 2nd National Conference of Personnel in the Administrative Services (**NCPAS**). The said meeting of the **NESC** will be held in DepEd ECOTECH Center, Cebu City, from July 31 – August 3, 2019, inclusive of travel time.

Mr. Milar Jr. is attending in the abovementioned meeting as a Member of the **NESC** which was constituted per Memorandum No. 02-0619-0216 dated June 7, 2019 of Administration Undersecretary Alain Del B. Pascua. The **NESC** was organized in order to ensure the successful conduct of the 2nd **NCPAS** in Region IX, the date and venue of which shall be announced at the appropriate time.

Pursuant to the Authority to Conduct dated June 24, 2019 duly approved by Finance Undersecretary Annalyn M. Sevilla, the applicable travel (by plane and / or ferry), and accommodation expenses of Mr. Milar Jr. shall be charged to the Administrative Service, subject to the usual budgeting, accounting and auditing policies, rules and regulations.

Thank you for the kind consideration and approval of the Superintendent.

Very truly yours,


ROBERT M. AGUSTIN
Director IV
Administrative Service