



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



Office Memorandum

To : Armand Lagria
SST, Bilar National High School
Bilar, Bohol

From : **Wilfreda D. Bongalos, Ph.D.**
OIC, Office of the Schools Division Superintendent

Date : February 25, 2015


Subject: Three (3)-Day Training for Microsoft Education Ambassador

Pursuant to the letter received by this office from Microsoft Philippine, dated February 18, 2015, you are hereby advised to attend the 3-day soft and technical skills training on February 26-28, 2015 at Golden Valley Hotel, Cebu City. Travel, board and lodging expenses will be shouldered by the sponsoring institution. However, any amount spent in excess from what they have promised to shoulder shall be charged against school MOOE and other local funds subject to the usual accounting and auditing rules and regulations.

After the said orientation, you are further advised to report whatever information you have gained to this office through Mr. Jupiter I. Maboloc, Division ICT Coordinator for proper guidance on the implementation of this program.

This memorandum serves as your **Travel Order**.

For your information and guidance.


WILFREDA D. BONGALOS, PH.D., CESO VI
Officer In-Charge
Office of the Schools Division Superintendent