



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 11, 2022

TO: OIC – Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Section Head Concerned
All Others Concerned

ATTENTION: **Ms. Ethel M. Palmani**
Mr. Jerald B. Dela Cruz

Sir/Ma'am:

The Bureau of Human Resource and Organizational Development (BHROD) – Central Office will be conducting their Year-end Performance Evaluation and 2023 Strategic Planning Activity on November 17 – 20, 2022 at Boracay Tropics Resort Hotel.

We would like to request the services of the above-named personnel for the entire duration of the activity as support staff.

Travel expenses relative to the activity shall be charged against local funds subject to budgeting, accounting and auditing rules and regulations.

Participants to this activity will be given two (2) days Service Credits (Saturday and Sunday) as per DepEd Order No. 53, s. 2003.

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

DIVISION LETTER
No. 038 s. 2022



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