



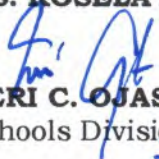
Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

CID-2024- 0088

To : **MS. ROSELA A. ABIERA**, LRMDs Manager

From :  **NERI C. OJASTRO EdD, CESO V**
Schools Division Superintendent

Subject: **ATTENDANCE TO THE CAPACITY BUILDING OF THE REGION AND DIVISION
DRRM TEAMS**

Date : February 2, 2024

1. Please be informed of your attendance to the Capacity Building of the Region and Division DRRM Teams on February 5-9, 2024, at DepEd Ecotech, Sudlon, Lahug, Cebu City.
2. Non-Teaching personnel are entitled for Compensatory Time-off (CTO) in accordance with Civil Service Commission (CSC) and the Department of Budget (DBM) and Management Joint Circular No.1 s. 2015, entitled "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees."
3. Transportation and other related expenses incurred during the said activity shall be charged against the local or DPRP funds, subject to the government accounting and auditing rules and regulations.
4. Please refer to the attached communication, for more details.
5. This memorandum serves your **Authority to Travel**.
6. For your information and guidance.

NCO/RVAV-EQA/CID/CAA/RRA/rad

02 FEB 2024



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