



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-** 0239

To : **School JDVP Focal/Coordinators, School Heads, PSDS with JDVP-LBs  
And TVIs/HEIs Partners**

From : **NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent  
4/3/24

Subject: **ATTENDANCE TO THE CONDUCT OF JDVP IMPLEMENTATION DURING  
SATURDAY AND SUNDAY**

Date : April 3, 2024

1. This memorandum informs the Implementers of JDVP that this program will commence on April 2, 2024. It is imperative to ensure the safety and adherence to standards across various venues to fulfil the requisite 40 days of training, as mandated by the JDVP guidelines for the academic year 2023-2024, in collaboration with the identified partner/s.
2. All expenses incurred during the aforementioned activity which includes travel expenses and other incidental costs of the teachers, coordinators, school heads, and PSDS, shall be chargeable to the school MOOE and other available funds, in accordance with standard accounting and auditing rules and regulations.
3. Participants attending this activity are entitled to claim service credits, as stipulated in Civil Service Commission Memorandum Circular No. 40, series of 1998. These credits are granted to employees who report for duty on holidays or rest days, in accordance with Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, series of 2004, regarding Non-Monetary Remuneration for Every Time Services Rendered. Claims for service credits require submission of a duly accomplished Daily Time Record (DTR) together with the accomplishment report signed by the immediate head and concurred by the Public Schools District Supervisor.
4. This memorandum also serves as your Authority to Travel for the event.
5. For your reference and compliance.

NCO/RVAV-EQA/CID/CAA/abbjr

03 APR 2024



Address: Kagawanan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644

DepEd TAYO SDO Negros Oriental

[negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)

[www.depednegor.net](http://www.depednegor.net)