



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

Office of the Schools Division Superintendent

28 FEB 2024

DIVISION MEMORANDUM

No. 0175 s. 2024

**CONDUCT OF THE OFFICIATING OFFICIALS' REFRESHER COURSE**

To: Asst. Schools Division Superintended  
CID and SGOD Chiefs  
District Supervisors/ District-In-Charge/District Caretakers  
School Heads of Public Elementary and Secondary Schools  
Teaching and Non-Teaching Personnel  
All other concerns

1. Announcing the Conduct of the Officiating Officials' Refresher Course for the NORAA Selection Meet 2024 on March 1-2, 2024, from 8:00 am to 5:00 pm at Aqua Center, Dumaguete City and other venues set for the purpose.
2. The first day will be theoretical on rules of the game and mechanics in officiating while the second day will be practicum. All TMs shall be responsible for the management and conduct of deliverables of their respective events following their training matrix submitted. The monitoring team will track down the activity.
3. Strictly **NO PROXY** is allowed. No refresher course, no officiating.
4. School Heads should assign somebody to handle the classes of the participating Officiating Officials to ensure the "No Disruption of the Classes Policy" as stipulated in DepEd Order No. 9, s. 2005 shall be complied with.
5. Travelling, Meals and other incidental expenses incurred during the activity are chargeable against Division/School MOOE/SEF/ or any available sources of funds depending on its availability subject to the usual accounting and auditing rule and regulations.



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6. This serves as your **Authority to Travel**.
7. Services rendered during Saturdays and Sundays are entitled to one (1) day service credits for teaching personnel and one and a half (1 1/2) days COC per day for non-teaching personnel, per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2004 on non-monetary remuneration for overtime services rendered upon submission of a duly accomplished daily time record (DTR)
8. For your information and guidance.

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

NCO/EQAJR-RVV/CID/SGOD-RDP/1  
February 28, 2024



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