



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2024- 0100

TO :

WILSON LARENA

OUGIE LABONG

MA. JONALIN MONDOÑEDO

LEONARD Q. RADA

RUBY JEAN ESTRELLITA BIDAURE, JD

JEDILISO CATALAN

JUNRYLL DELUBIO

JIMMY YBEAS

FROM :


NERI C. OJASTRO EdD, CESO V

Schools Division Superintendent

SUBJECT :

**FACILITATE HAULING & STORAGE OF OLD FILES TO
MAYAPOSI CHS, MABINAY, NEGROS ORIENTAL**

DATE :

January 20-21, 2024

1. Please be informed of your attendance in **FACILITATE HAULING & STORAGE OF OLD FILES TO MAYAPOSI CHS, MABINAY, NEGROS ORIENTAL** on January 20-21, 2024 (Saturday & Sunday).
2. The personnel who participated on the above-mentioned activity are entitled for a 1.5-day Compensatory Time-off (CTO) for January 20-21, 2024 (Saturday & Sunday) 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".
5. Please be guided accordingly.

NCO/MKP-JMA-NLR/SUPPLY OFFICE
January 18, 2024



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