



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- 0101

TO :

WILSON LARENA

OUGIE LABONG

MA. JONALIN MONDOÑEDO

LEONARD Q. RADA

RUBY JEAN ESTRELLITA BIDAURE, JD

JEDILISO CATALAN

JUNRYLL DELUBIO

FROM :


NERI C. OJASTRO EdD, CESO V

Schools Division Superintendent

SUBJECT :

FACILITATE HAULING OF DCP 2021 & TVL EQUIPMENT

DATE :

December 26, 2023

1. Please be informed of your attendance in **FACILITATE HAULING OF DCP 2021 & TVL EQUIPMENT** on December 26, 2023 (Holiday).
2. The personnel who participated on the above-mentioned activity are entitled for a 1.5-day Compensatory Time-off (CTO) for December 26, 2023 (Holiday) 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
December 22, 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

14 FEB 2024