



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

OSD - 2024 - 0288

TO :

**WILSON LARENA
OUGIE LABONG
MA. JONALIN MONDOÑO
LEONARD Q. RADA
JAN KIM RAAGAS
AMABEL HERRERA**

**RUBY JEAN ESTRELLITA BIDAURE, JD
JEDILISO CATALAN
JUNRYLL DELUBIO
JESSE JOHN PAGASIAN
PHOEBE JEAN SAGOLILI**

By the Authority of Schools Division Superintendent

FROM :

ROMEL VICTOR A. VILLAHERMOSA
Assistant Schools Division Superintendent
Office-in-Charge 4/18/24

SUBJECT : **SUPPLY & EQUIPMENT COMMITTEE COORDINATION MEETING
& PLANNING FOR UPCOMING CVIRAA MEET 2024**

DATE : **April 20-21, 2024**

1. Please be informed of your attendance in **SUPPLY & EQUIPMENT COMMITTEE COORDINATION MEETING & PLANNING FOR UPCOMING CVIRAA MEET 2024** on April 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 April 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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19 APR 2024