



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

---

**Office of the Schools Division Superintendent**

MEMORANDUM  
SGOD-2024-0012

TO: **ALEXANDRIA N. RUPERTO**, Nurse II  
**SUZETTE S. ONDE**, Nurse II  
**MARIA LOVELYN V. MANANQUIL**, Nurse II  
**ESAN VAL T. CABRERA**, Nurse II  
**CARMI ANN ALFORQUE**, Nurse II  
**MELANIE MAE O. AUSTERO**, Nurse II  
**MARY KATHLEEN VALENCIA**, Nurse II

By Authority of the Schools Division Superintendent

FROM: **MARCELO K. PALISPIS, EdD, JD**  
OIC – Office of the Assistant Schools Division Superintendent  
Office-in-Charge 1/5/24

SUBJECT: **PARTICIPATION AS MEDICS FOR TAYASAN I and II MUNICIPAL MEET**

Date: **January 5, 2024**

---

1. This Office informs the select School Health Section personnel to serve as medics during the district/joint municipal meet on January 6 -7 in Tayasan I and II districts.
2. Services rendered during weekends or holidays shall entitle the non-teaching personnel to compensatory overtime credit (COC), per Civil Service Commission (CSC) and department of Budget and Management (DBM) Joint Circular No. 02, s.2004 for overtime services rendered upon submission of a accomplished daily time record (DTR).
3. Travelling and other expenses shall be charged against the Division/School MOOE, all subject to the usual government accounting and auditing rules and regulations.
4. This serves as your **AUTHORITY TO TRAVEL.**
5. Widest dissemination and compliance of this Memorandum are desired.

NCO/JMA-MKP/SGOD/RBP/KLBC/fdmosqueda

05 JAN 2024



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

Ed TAYO SDO Negros Oriental

ros.oriental@deped.gov.ph

