



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

Barcode/Track Number



85290524142411

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

SGOD-2024- 0013

TO : **DAE P. HABALO, SEPS Planning & Research**

*(Through the Public Schools District Supervisor/ School Head)*

**MARK DAVE M. VENDIOLA, TII – NOHS SHS**

**MARK JOEBEN L. CASAL, TI – ANHS Carol-an Ext., Ayungon 2**

FROM : By Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS, EdD, JD**

OIC – Office of the Assistant Schools Division Superintendent  
Office-In-Charge 1/5/24

SUBJECT : **CONSOLIDATION AND LAYOUTING OF 2024 DIVISION ANNUAL IMPLEMENTATION PLAN (AIP)**

DATE : January 5, 2024

You are hereby requested to report to the Division Office for the Consolidation and Layouting of 2024 Division Annual Implementation Plan (AIP) on **January 6 & 8, 2024**.

The teaching personnel involved in the activity on January 6, 2024 (Saturday) shall be entitled to service credit while non-teaching personnel shall be entitled to Compensatory Time-Off (CTO) per DepEd Order No. 53, s. 2003 on the Updated Guidelines on the Grant of Vacation Service Credits to Teachers and with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s.2004 on Non-Monetary Remuneration of Overtime Services Rendered.

Meals, travelling and other incidental expenses incurred by the participants shall be charged against local funds/School MOOE subject to the usual accounting and auditing rules and regulations.

This memorandum serves as **Authority to Travel**.

For the information and compliance of all concerned.

NCO/ JMA-MKP/SGOD/RRH/dph  
01/05/2024

05 JAN 2024



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