



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


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**Office of the Schools Division Superintendent**

MEMORANDUM  
SGOD-2024-0028

TO: **DR. KARINA LOUISE B. DE LA CRUZ**, Medical Officer III  
**DR. CHARLOTTE FRANCIS SINGSON**, Dentist II  
**JANET L. GADDI**, Nurse II  
**EMILDA K. CHIU**, Nurse II  
**MARY RUTH GLORIA**, Nurse II  
**CARMY ANN ALFORQUE**, Nurse II  
**MARK ANTHONY PAJUELAS**, Nurse II  
**KATHLEEN JOY UY JUNTILLA**, Nurse II  
**GWYNNE STACY T. MONCIDA**, Nurse II  
**DEANNE BETH QUIRIT-MANABAN**, Nurse II  
**FARRENN LEIGH Y. HABABAG**, Nurse II

FROM: By the Authority of the Schools Division Superintendent:

  
**LANI B. YURONG**  
Administrative Officer V  
Office-in-Charge  
1/11/2024

SUBJECT: **PARTICIPATION AS MEDICS FOR SIATON I, II, III and IV  
MUNICIPAL MEET**

Date: **January 8, 2024**

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1. This Office through the School Health Section requests the abovementioned personnel to serve as medics during the district/joint municipal meet on **January 12, 2024** at **Siaton Districts 1, 2, 3 and 4**.
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 incidental expenses relative to the conduct of this activity shall be charged against the Division MOOE funds, 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/klb

11 JAN 2024



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Maka-tatag sa buong bansa



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BAGONG PILIPINAS



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**Department of Education**  
REGION VII - CENTRAL VISAYAS  
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**Office of the Schools Division Superintendent**

MEMORANDUM  
SGOD-2024\_\_\_\_\_

TO: **DR. KARINA LOUISE B. DE LA CRUZ**, Medical Officer III  
**DR. MELCHORA DIOSDADA ASDILLO**, Dentist-in-charge  
**DR. GWENETH GEODESICO**, Dentist II  
**DR. NIÑA HERRERA**, Dentist II  
**FELIX III MOSQUEDA**, Nurse-in-charge  
**BRENT JOHN TRASMONTE**, Nurse II  
**ELIZABETH QUIRIT**, Nurse II  
**MARIANNE MAE RAGAS**, Nurse II  
**ESTER NUEZ**, Nurse II  
**ANNE CELIS**, Nurse II  
**MARIA NEHMIA BESARIO**, Nurse II  
**JIMZU PATALAN**, Nurse II

By the Authority of the Schools Division Superintendent:

FROM: **LANI B. YURONG**  
Administrative Officer V  
Office-in-Charge  
1/11/2024

SUBJECT: **PARTICIPATION AS MEDICS FOR SIBULAN I AND II MUNICIPAL MEET**

Date: **January 8, 2024**

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1. This Office through the School Health Section requests the abovementioned personnel to serve as medics during the district/joint municipal meet on **January 11-13, 2024** at **Sibulan Districts 1 and 2**.
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 incidental expenses relative to the conduct of this activity shall be charged against the Division MOOE funds, 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.

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