



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

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

SGOD-2024-0259

TO: **SELECT SCHOOL HEALTH PERSONNEL**

FROM: **NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent  
 4/11/24

SUBJECT: **LEARNING FACILITATORS' WORKSHOP MEDICS**

Date: **April 8, 2024**

- The following personnel are directed to report as medics to the **Learning Facilitators Workshop** on **April 10-12, 2024** at **Plaza Maria Luisa Suites Inn**, Dumaguete City.

DATE	MEDICS
April 10, 2024	Marydel Cadiente
April 11, 2024	Maria Lovelyn Mananquil
April 12, 2024	Maranatha Udjaji

- All medics are required to bring their own first aid kit.
- Services rendered after 5:00 pm during weekdays, and during weekends or holidays shall entitle the non-teaching personnel to 1.5 day compensatory overtime credit (COC) respectively, 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 duly accomplished daily time record (DTR).
- The travelling and other expenses shall be charged against the Division MOOE or other local funds, all subject to the usual government accounting and auditing rules and regulations.
- This serves as your **AUTHORITY TO TRAVEL**.
- Widest dissemination and compliance of this Memorandum are desired.

NCO/EQA-RBV/SGOD/ RBV/kldelacruz

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