




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- 0338

TO : **MS. IRYLL MAE S. MACAHIG-** Division Office
ROY M. CADINAS- Division Office

FROM :  **NERI C. OJASTRO EdD, CESO V**
Schools Division Superintendent
5/10/2024

SUBJECT : **Assistance during the One-Day Lecture on Administrative Leadership**

DATE : May 6, 2024

1. This is to inform the above-mentioned personnel of their assistance during the conduct of the **One-Day Lecture on Administrative Leadership** at DepEd Sub-Regional Office, Batinguel, Dumaguete City on May 4-5, 2024.
2. Furthermore, the above-mentioned personnel are entitled to a two-day (2) Compensatory Overtime Credits (CTO) on the dates rendered (May 4-5, 2024), per DepEd Order No. 53, s. 2003- Updated Guidelines on Grant of Vacation Service Credits to Teachers, and Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 02, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
3. All other provisions in Division Memorandum No. 0390, s. 2024 remain in effect.
4. This serves as **TRAVEL AUTHORITY**.
5. For your guidance and compliance.

NCO/EQA-RVV/SGOD/RBP/insm



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