



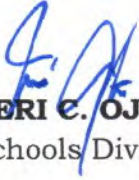
Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0053

TO : **MELYDITH P. BALDADO, Nurse II**

FROM :  **NERI C. OJASTRO EdD, CESO V**
Schools Division Superintendent
1/18/2024

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

Date : **JANUARY 17, 2024**

1. This Office informs the abovementioned personnel to serve as medics during the District/Joint Municipal Meet on January 19-21, 2024 in Ayungon I and II Districts, Ayungon, Negros Oriental.
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 an 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.