



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- 0166

TO : **MS. IRYLL MAE S. MACAHIG- SEPS- HRDS**  
**MS. JEYLENE E. CERIAL- PDO 1**

(Through the District Supervisors/ School Heads)  
**ROSYL GERALDINE M. PARTOSA, RGC-** San Jose District  
**LARY K. GAITERA-** Siaton 3 District  
**MICHAELLA T. GRAMPON-** OJT detailed to HRDS  
**CHARRY QUE D. LAURENTE-** OJT detailed to HRDS

FROM : **NERI C. OJASTRO EdD, CESO V**  
**Schools Division Superintendent**

SUBJECT : **PREPARATION OF CERTIFICATES FOR NORAA 2024**

DATE : March 1, 2024

1. This is to inform the above-mentioned personnel of their assistance in the preparation of Certificates for NORAA 2024 on **March 2, 2024** at the Division Office, Dumaguete City, Negros Oriental.
2. Furthermore, teacher participants (Members of the Technical Working Group) are entitled to a **one (1) day Service Credits (March 2, 2024)**, while **non-teaching personnel (member of the committee) are entitled to a one (1) -day Compensatory Overtime Credit (Saturday March 2, 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. Travelling and other expenses relative to the conduct of the activity shall be charged to School MOOE/ other local funds, subject to the usual accounting and auditing rules and regulations.
4. This serves as **TRAVEL AUTHORITY**.
5. For your guidance and compliance.

07 MAR 2024

NCO/EQA-RVV/SGOD/RP/ims



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