



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

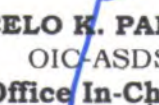
DIVISION MEMORANDUM
CID-2023- 941

To : **DR. ANNA LEE A. AMORES**
TEOFAN GALLOSA
RINA A. DURAN

(Through the Public Schools District Supervisors/District In-
Charge/School Heads)

SHADDAI LEE T. VIDAL **MA. ANTONIETTA BACANG**
JEROME RESOOR **TROXIE GAVECT TORRES**
REIGNUELLE A. SEDIEGO

From : By the Authority of the Schools Division Superintendent:


MARCELO K. PALISPIS EdD, JD
OIC-ASDS
Office In-Charge

12/11/23

Subject: **Program Finalization and TIGOM Tech Run**

Date : December 7, 2023

1. Please be informed of your attendance to the Program Finalization and TIGOM Tech Run on December 9 to 11, 2023 at the Schools Division of Negros Oriental, Capitol Area, Daro, Dumaguete City.
2. Transportation and other expenses incurred shall be charged against School MOOE and other Local Funds subject to the usual government accounting and auditing rules and regulations.
3. Teaching personnel are hereby entitled for Service Credits as stipulated in DepEd Order No. 53, s. 2003, titled "Updated Guidelines on Grant of Vacation Service Credits to Teachers," while the Non-Teaching personnel are entitled for Compensatory Time-off (CTO) in accordance with Civil Service Commission (CSC) and the Department of Budget (DBM) and Management Joint Circular No.1 s. 2015, entitled "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees."

11 DEC 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644



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4. The School Head of the concerned Master Teachers and Teachers is requested to issue **Authority to Travel**, ensuring as well that classes of the participants are attended.
5. For your information and guidance.

NCO/JMA-MKP-NLR/CID/AAA/rad



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