



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

Office of Schools Division Superintendent

INTER-OFFICE MEMORANDUM

CID-IM-2023- 16

TO : **DR. NILITA L. RAGAY**, OIC-ASDS/Chief-CID
DR. RENANTE A. JUANILLO, EPS
DR. CARMELIT A. ALCALA, EPS
DR. ELISA L. BAGUIO, EPS
DR. DONRE B. MIRA, EPS
MS. JENITH C. CABAJON, SP-1
DR. ANNA LEE A. AMORES, EPS
DR. ANTONIO B. BAGUIO, JR., EPS
DR. DAN P. ALAR, EPS
MR. ARNOLD R. JUNGCO, PSDS
MS. KATHERINE Y. SEDILLO, EPS
MS. JAN MARIE S. CAMACHO, ADAS-III

FROM : *Senen Priscilo P. Paulin*
SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent
3/29/23

SUBJECT : **ADDENDUM TO AUTHORITY TO TRAVEL NO. 110-2023**

DATE : March 27, 2023

1. This office informs you of the Addendum to Authority to Travel No. 110-2023 titled/purpose of travel **“To Conduct Validation of Individual Performance Committee & Review Form (IPCRF) on Saturday, February 4, 2023** at the Division of Negros Oriental, Curriculum Implementation Division (CID) Office.
2. You are entitled of a one (1) day Compensatory Time-Off (CTO as CSC & DBM Joint Circular No. 2, 2004 titled “Non-monetary Remuneration for Overtime Services Rendered.”
3. For your guidance and compliance.

SPP/JMA/MKP/NLR/CID/NLR/jan

29 MAR 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644



Republic of the Philippines
Department of Education

023.0232
2 FEB 2023
STATION

AUTHORITY TO TRAVEL

CONTROL NO.

REGION: 7
BUREAU/DIVISION/SCHOOL: NEGROS ORIENTAL

Date of Filing	February 1, 2023	
NAME & Designation	1. Dr. Nilita L. Ragay 2. Dr. Renante A. Juanillo 3. Dr. Carmelita A. Alcala 4. Dr. Elisa L. Baguio 5. Dr. Donre B. Mira 6. Mrs. Jenith C. Cabajon 7. Dr. Anna Lee A. Amores 8. Dr. Antonio B. Baguio, Jr.	9. Dr. Dan P. Alar 10. Mr. Arnold R. Jungco 11. Ms. Katherine Y. Sedillo 12. Jan Marie S. Camacho
Permanent Station	SDO Negros Oriental	
Purpose of Travel	<ul style="list-style-type: none"> • To Conduct Validation of Individual Performance Committee & Review Form (IPCRF) 	
Activity Organized/ Sponsored by	DepEd Division of Negros Oriental	
Period Covered (Inclusive of Travel Time)	February 4, 2023	
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
Venue/Destination	Division of Negros Oriental, Curriculum Implementation Division (CID) Office	
Expenses Covered	Travelling and other related expenses (subject to the usual accounting and auditing rules and regulations)	
Fund Source (Pap Code/...)	Division MOOE	
Recommending Approval:	Approved:	
 NILITA L. RAGAY, Ed D OIC CID Chief-ASDS Date: <u>Feb. 1, 2023</u>	For The Schools Division Superintendent MARCELO K. PALISPIS, EdD, JD OIC ASDS OFFICE IN-CHARGE Date: <u>02 FEB 2023</u>	
<p>NOTE: You are hereby entitled to a one-day Compensatory Time-Off (CTO) as per CSC & DBM Joint Circular No. 2, s.2004 titled : Non-monetary Remuneration for Overtime Services Rendered."</p>		