



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- 55

TO : DR. NILITA L. RAGAY, OIC-ASDS/Chief-CID
CONCHITA J. TUIN, AO II
RINA A. DURAN, ADMIN. ASST. III
JAN MARIE S. CAMACHO, ADMIN. ASST. III

FROM : NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
07/22

SUBJECT : PREPARE MATERIALS/CERTIFICATES FOR THE NLC TRAINING

DATE : July 21, 2023

1. This office is requesting you to prepare materials/certificates on Saturday July 22, 2023 relative to the **Division Capability Building on The Implementation of The National Learning Camp for Grades 7 and 8 Teachers** on July 21-23, 2023 at the Schools Division of Negros Oriental.
2. You are hereby entitled for **one and half (1½) days** 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, titled "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees".
3. This memorandum serves as **Authority to Travel**.
4. For your information and guidance.

NCO/JMA-MKP-NLR/CID/NCR/jan

07 AUG 2023



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