



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

Office of the Schools Division Superintendent

INTER-OFFICE MEMORANDUM
CID-IM-2023- 49

TO : **DR. NILITA L. RAGAY**
DR. ANTONIO B. BAGUIO JR.
DR. ELISA L. BAGUIO
MS. KATHERINE Y. SEDILLO
MR. ARNOLD R. JUNGCO
DR. CARMELITA A. ALCALA
DR. DAN P. ALAR
MS. ROSELA R. ABIERA

DR. NORLITA B. NEMENZO
MRS. JOY EMILY A. TANIO
DR. BEN JOFIL B. DIEGO
MRS. CONCHITA J. TUIN
MRS. JAN MARIE S. CAMACHO
MR. GERWIN A. DALES
MRS. RINA A. DURAN
MRS. JENITH C. CABAJON

From : **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent
9/22/23

Subject: **Preparation for the 7S**

Date : September 21, 2023

1. Please be informed of your attendance for the Preparation for the 7S on Saturday, September 23, 2023 at 8:00 o'clock in the morning at the CID Office, Division of Negros Oriental.
2. The above-mentioned names are entitled for one and half day (1 & 1/2) 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".
3. For your information, guidance and compliance.

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

22 SEP 2023



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