



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

**Office of the Schools Division  
Superintendent**


7 11 SEP 2023

DIVISION MEMORANDUM  
No. **695**, s. 2023

**ADDENDUM TO DM NO. 628, S 2023 DATED SEPTEMBER 5, 2023 RE: TRAINING-  
WORKSHOP IN UTILIZATION OF THE SCHOOL LIBRARY ONLINE PUBLIC ACCESS  
CATALOG (OPAC)**

To: Assistant Schools Division Superintendent  
Chief, CID, and SGOD  
Division Program Supervisors  
Public School Districts Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This office informs the field of the additional information to DM No. 628 dated September 5, 2023, **Re: Training-Workshop in Utilization of the School Library Online Public Access Catalog (OPAC)** on September 21-23, 2023 (Batch 1) and September 28-30, 2023 (Batch 2) at SDO Library Hub, Dumaguete City from 8:00am to 5:00pm.
2. Services rendered on Saturday are entitled to one and a half (1½) days of COC for non-teaching personnel and one (1) day of service credit for teaching personnel, per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 02, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered upon submission of a duly accomplished Daily Time Record (DTR).
3. All provisions stated in the said Memorandum remain in effect
4. For information and guidance.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
9/27/23

SPP/FCL/NIR//LRMDS-RRA-ELC- MSR  
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