



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

**Office of the Schools Division
Superintendent**

12 MAY 2023

DIVISION MEMORANDUM

No. 325, s. 2023

**ADDENDUM/CORRIGENDUM TO DM NO. 310, S 2023 DATED MAY 10, 2023 RE:
CONVERSION AND ENHANCEMENT OF BIG BOOKS INTO PORTABLE DOCUMENT
FORMAT**

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 change of schedule of DM No. 310 dated May 10, 2023, **Re: Conversion and Enhancement of Big Books into Portable Document Format** from May 24-26, 2023 to **June 1-3, 2023** at **PLAZA MARIA LUISA SUITES INN** Dumaguete City due to conflict of the division activities which are the Senior High School Expo and Festival of Talents where the venue is affected and the Facilitators are part of the contest committee.
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

5/12/23

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