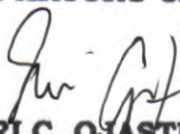




Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
**SCHOOL DIVISION OF NEGROS ORIENTAL**  
**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

MEMORANDUM  
 MLA -2023- 29

TO: **ENGR. PHILIP C. TUBOG** - DIV. ENGR. III – EFS (SGOD)  
**ENGR. ERWIN C. PINUTO** - PDO I - (SGOD)  
**MR. ESTERLITO MAGALLANES** - ADAS II  
**MR. DESIDERIO T. QUITOY, JR.** - ADA I – EFS (SGOD)  
**MR. JUNRYLL DELUBIO** - DRIVER  
**MR. OGGIE LABONG** - UTILITY  
**MR. WILSON LARENA** - UTILITY/ DRIVER  
**MR. JIMMY YBEAS** - UTILITY  
**MR. ARTURO CARPIO** - UTILITY

FROM:   
**NERI C. OJASTRO EdD, CESE**  
 Schools Division Superintendent  
 4/14/23

SUBJECT: **ADVANCE PARTY (PHYSICAL FACILITIES COMMITTEE) FOR THE PREPARATION OF TEMPORARY BATHING FACILITIES, LIGHTING FACILITIES, ETC. FOR THE NEGROS ORIENTAL DELEGATION FOR THE CVRAA 2023 BILLETING QUARTERS (CARCAR CENTRAL NHS, CARCAR CITY)**

DATE: April 14, 2023

Please be informed that you are directed to travel as ADVANCE PARTY for the preparation of temporary bathing facilities, lighting facilities and others related facilities for the Negros Oriental Delegation for the CVRAA 2023 Billeting Quarters on April 16 - 18, 2023 at Carcar Central NHS, Carcar City, Cebu.


Transportation, food and other incidental expenses are chargeable against the Division MOOE subject to the usual accounting rules and regulations.

Services rendered during Saturdays and Sundays and Holidays are entitled to one and a half (1 & ½) day COC per day for non-teaching personnel and 1 day Service Credit for teaching personnel, per Civil Service Commission (CSC) and Department of Budget and 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.)

This serves as your **Travel Order**.

For your guidance and strict compliance.

NCO/JMA-MKP-NLR/SGOD/RBP/PCT/pct  
 April 14, 2023



17 APR 2023



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 Email Address: [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)