



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

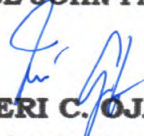
**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023-252

TO : **WILSON LARENA**
JEDILISO CATALAN
OUGIE LABONG
JAN KIM RAAGAS
MA. JONALIN MONDOÑEDO
AMABEL HERRERA
JESSE JOHN PAGASIAN

PHOEBE JEAN SAGOLILI
SARAH MAE TUBAT
GIGI GRAPA
MA. IRENE CECILIA A. ELEMIA
IVONE MARIE VILAFRANCA-JARDIN
RUBY JEAN ESTRELLITA BIDUARE JD

FROM : 
NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
5/19/23

SUBJECT : **SORTING OF TVL EQUIPMENT FOR DISTRIBUTION**

DATE : **May 18, 2023**

1. Please be informed of your attendance in **SORTING OF TVL EQUIPMENT FOR DISTRIBUTION** on May 20 & 27, 2023 (Saturday).
2. Travelling, meals and other incidental expenses incurred by the personnel relative to the said activity shall be chargeable against Division MOOE/Local Funds, all subject to the usual accounting and auditing rules and regulations.
3. The personnel who participated on the above-mentioned activity are entitled for a 1.5-day Compensatory Time-off (CTO) for May 20 & 27, 2023 (Saturday) 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".
4. This serves as your **Authority to Travel**.
5. Please be guided accordingly.

SP/MKP-JMA-NLR/OASDS-P/MKP
May 18, 2023



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Email Address: negros.oriental@deped.gov.ph

22 MAY 2023