



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- 40

TO : **TARA GAY S. DAPAT, AO IV (RO II)**
ANTONIO RICARDO DURAN, ADA I
FRANCISCO PIÑERO, ADA I
ALFREDO L. TICON JR., DEMO II
EVA MAY C. VILLEGAS, ADAS III

FROM : By the Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD
OIC-Office of the Asst. Schools Division Superintendent
OFFICE IN CHARGE

SUBJECT : **CONTINUATION ON THE PHYSICAL SETTING UP OF
RECORDS/RECEIVING UNIT**

DATE : January 27, 2023

1. The second (2nd) batch of cabinets/shelves for the Records/Receiving Unit has already been delivered. Anent this, the personnel concerned are directed to report to the DepEd, Division Office of Negros Oriental on January 28, 2023 for the continuation of the physical setting up of the said cabinets/shelves and to properly set up internet connectivity.
2. Attendance of the non-teaching personnel on non-working days, as per CSC & DBM Joint Circular NO. 2, s. 2004, "Non-monetary Remuneration for Overtime Services Rendered," services rendered beyond regular working hours, and/or rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime is entitled to Compensatory Time Off.
3. Travelling and other incidental expenses incurred shall be chargeable against local funds subject to the usual accounting and auditing rules and regulation.
4. For information, guidance and compliance.

SPP/JMA-MKP-NLR/AdSR/tsd



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