



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- 46

TO : **DR. NILITA L. RAGAY** – OIC-ASDS/Chief-CID
DR. ANNA LEE A. AMORES – Education Program Supervisor
MR. FRANCIS C. AUSTERO – Education Program Specialist II
MR. ELMAR L. CABRERA – Project Development Officer II
MR. OGIE LABONG – Administrative Aide I

Thru : **The PSDS/School Head**
MR. RONDY CABRISTANTE – Teacher of Boloc-boloc Elem. School
MS. JANLE D. PERKINS – Teacher of San Antonio Elem. School

By Authority of the Schools Division Superintendent:

FROM : **MARCELO K. PALISPIS EdD JD**
OIC-Assistant Schools Division Superintendent
Office-In-Charge 1/27/23

SUBJECT : **ADDENDUM TO AUTHORITY TO TRAVEL NO. 74, S. 2023**

DATE : **January 27, 2023**

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1. This office informs you of the Addendum to Authority to Travel No. 74, s. 2023 titled/purpose of travel "Preparation of SDO OPCRf documents, MANCOM Reports and Booth Display" on Saturday, January 21, 2023 at the Division Office of Negros Oriental, Capitol Area, Dumaguete City.
 2. You are entitled of a one (1) day service credit for services rendered during weekend or holiday period for teachers for every attendance per DO No. 53, s. 2003 titled "Updated Guidelines on Grant of Vacation Service Credits to Teachers" and one (1) day Compensatory Time Off (CTO) for non-teaching as stipulated in CSC & DBM Joint /Circular No. 2, s. 2004 titled "Non-monetary Remuneration for Overtime Services Rendered".
 3. For your guidance and compliance.

SPPP/MKP-JMA-NLR/CID-NLR/ching



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

30 JAN 2023



Republic of the Philippines
Department of Education

023-0181

23 JAN 2023

AUTHORITY TO TRAVEL

CONTROL NO.

74

REGION: 7
BUREAU/DIVISION/SCHOOL: NEGROS ORIENTAL

Date of Filing	January 20, 2023
NAME & Designation	1. DR. NILITA L. RAGAY 2. RODNY CABRISTANTE 3. JANLE DISTRITO PERKINS 4. DR. ANNA LEE A. AMORES 5. FRANCIS AUSTERO 6. ELMAR CABRERA 7. OGIE LABONG
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel	Preparation of SDO OPCR documents, MANCOM Reports and Booth Display
Activity Organized/ Sponsored by	Curriculum and Learning Management Division
Period Covered <i>(Inclusive of Travel Time)</i>	January 21, 2023
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue/Destination	DepEd Division Office
Expenses Covered	Travelling and other related expenses (subject to the usual accounting and auditing rules and regulations)
Fund Source <i>(Pap Code/...)</i>	Division/Local MOOE Funds

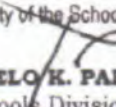
Recommending Approval:


NILITA L. RAGAY, Ed D
OIC-ASDS/Chief, CID

Date: 1/23/2023

Approved:

By the authority of the Schools Division Superintendent


MARCELO K. PALISPIS, EdD, JD
OIC-Schools Division Superintendent
Officer In-Charge

Date: 1/23/23