




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools
Division Superintendent**

MEMORANDUM
MLA-2023-464

TO : **MELANIE MAE O. AUSTERO**, Nurse II

FROM :  **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent
7/5/23

SUBJECT : **ON-CALL MEDICS FOR THE WORKSHOP ON THE DEVELOPMENT
OF CURRICULUM GUIDES FOR BASIC LITERACY PROGRAM (BLP)**

DATE : JULY 3, 2023

1. This is to inform Mrs. Melanie Mae. O. Austero that you are hereby requested to report to Sierra Resort, Dauin, Negros Oriental as Medics for Workshop on the Development of Curriculum Guides for Basic Literacy Program (BLP) on July 3-7, 2023, from 6:00 pm-6:00 AM.
2. Services rendered after 5:00 pm during weekdays, and during weekends or holidays shall entitle the non-teaching personnel to 1.5 day compensatory overtime credit (COC) respectively, per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2004 for overtime services rendered upon submission of a duly accomplished daily time record (DTR).
3. The travelling and other expenses shall be charged against the Division/School MOOE/local funds, all are subject to the usual accounting and auditing rules and regulations.
4. This serves as your **AUTHORITY TO TRAVEL**.
5. Widest dissemination and compliance of this Memorandum are desired.

NCO/JMA-NLR-MKP/SGOD/RBP/KLBC/fmosqueda
July 3, 2023

06 JUL 2023



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