



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- 501

TO : **All Concerned Personnel**

**JOSEPH GEMINA- PDO II**  
**ELMAR CABRERA- PDO II**  
**JERRY MAR VADII- PDO I**

**(Through the PDSDs, District In-Charge/ Caretakers**

**NATHANIEL LAJOT- T III**

FROM : **NERI C. QUASTRO EdD, CESE**  
Schools Division Superintendent

SUBJECT : **REQUEST FOR eATTENDANCE TEAM TO BE IN CEBU FOR THE  
TECH RUN AND PRINTING OF IDs**

DATE : July 19, 2023

1. You are hereby requested to report to DepEd Regional Office for the technical run of the eATTENDANCE System and printing of PALARO IDs. on **JULY 19- 24, 2023.**

2. Services rendered during weekends/ vacation are entitled to one and a half (1&1/2) 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).

3. Your travel and other incidental expenses incurred are chargeable against School / Division MOOE/SEF or any source of funds subject to the usual accounting and auditing rules and regulations.

4. For your information and guidance.

5. This serves as your **Travel Order.**

NCO/MKP/JMA-NLR/SGOD/ [Signature]  
July 19, 2023



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