



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL  
**Office of the Schools Division Superintendent**

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**Office of the Schools Division Superintendent**

MEMORANDUM

**MLA- 2023-** <sup>520</sup>

To : **MS. JANLIE PERKINS**, Teacher-Sibulan District II  
**MR. OGIE LABONG**, Staff - SDO

From : By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**  
OIC-ASDS  
Office In-Charge

Subject: **Venue Preparation for the Division Post Sports Activities Feedbacking and Evaluation and Other Activities**

Date : August 4, 2023

1. In view of the Division Post Sports Activities Feedbacking and Evaluation, and other activities on Monday, August 7, 2023, this office informs you of your attendance for the preparation of the venue on Sunday, August 6, 2023 at 3<sup>rd</sup> Floor Conference Room, Division Office Schools Division of Negros Oriental.
2. Teaching personnel are hereby entitled for a 1-day Service Credit as stipulated in DepEd Order No. 53, s. 2003, titled "Updated Guidelines on Grant of Vacation Service Credits to Teachers," while the Non-Teaching personnel are entitled for a 1 ½ - day Compensatory Time-off (CTO) 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. "
3. Transportation and other incidental expenses incurred shall be charged against Division/School MOOE and other local funds subject to usual rules and accounting regulations.
4. School Head of Ms. Janlie Perkins is requested to issue Authority to Travel.
5. For your information, and guidance.

NCO/JMA-MKP-NR/CID/FCA/rad



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07 AUG 2023