



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

Office of the Schools Division Superintendent

MEMORANDUM

MLA- 2023- 561

To : **MR. JOSIVEL JUANILLO**, Teacher- Sta. Calalina District I
MS. JANLIE PERKINS, Teacher - Sibulan District II
MR. OGUIE LABONG, Staff- SDO

From : **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent
8/14/23

Subject: **DECORATION PREPARATION FOR THE MANCOM**

Date : August 14, 2023

1. In view of the incoming Management Committee Meeting on August 25-26, 2023, this office informs you of your attendance for the preparation of the decorations on August 18-26, 2023 at the office of Schools Division of Negros Oriental and Southview Hotel Dumaguete City.
2. Services rendered on August 19-20, 2023 (Saturday and Sunday), teaching personnel are hereby entitled for two (2) days 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 3 days 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 and Mr. Josivel Juanillo is requested to issue Authority to Travel.
5. For your information and guidance.

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

16 AUG 2023



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