



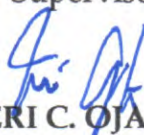
Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Office of Schools Division Superintendent

**MEMORANDUM**

MLA-2023- 597

TO : **MR. ARNOLD R. JUNGCO**- Schools District  
Supervisor/Division Coordinator Science

FROM :  **NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent  
8/25/23

SUBJECT : **INSTALLATION OF SCHOOL ADMINISTRATORS**

DATE : **AUGUST 25, 2023**

1. This office informs you to attend the Installation of School Administrators on August 26, 2023 at Sac-Sac E/S-Manjuyod Dist. 2 & Manjuyod NHS-Manjuyod Dist. 2
2. Services rendered during weekends/vacation are entitled to one and a half (1&1/2) day COC per day or 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. Travel and other incidental expenses relative to this activity shall be charged against Local Funds/ School/Division MOOE 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/CID/NLR/arj-jan

29 AUG 2023



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