



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

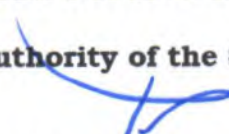
**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 59

TO : **MR. FRANCIS C. AUSTERO**, EPS-ALS
MRS. ARLENE A. PEPITO, EPS-ALS
MRS. JOY EMILY A. TANIO, EPS-ALS
DR. NORLITA B. NEMENZO, EPS-ALS
MR. BEN JOFIL B. DIEGO, EPS-ALS

FROM: **By Authority of the Schools Division Superintendent:**


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

SUBJECT : **CONSOLIDATION OF ALS CLC (SBLs/CBLC) INVENTORIED BY EACH FIELD ENUMERATOR IN THE SCHOOLS DIVISION OFFICE**

DATE : February 3, 2023

1. Please be informed of the **Consolidation of ALS CLC (SBLs/CBLC) Inventoried by each Field Enumerator in the Schools Division Office** on February 4, 2023 at CID Office, Schoos Division of Negros Oriental.
2. The above-mentioned names are entitled for 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. Travelling and other incidental expenses relative to this activity shall be charged against School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
4. This memorandum serves as **Authority to Travel**.
5. For your information and guidance.

SPP/APA-FCL-NLR/CID/NLR/rad

J FEB 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644

Email Address: negros.oriental@deped.gov.ph