



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- 693

TO : **DESIDERIO T. QUITOY, JR.**
ADA I – Division Electrician

FROM : **NERI C. OJASTRO, EdD, CESE**
Schools Division Superintendent
10/6/2023

SUBJECT : **ELECTRICAL RE-ROUTING OF HIGH VOLTAGE WIRING**

DATE : **October 6, 2023**

1. You are hereby directed to report to the division office on October 7, 2023, this Saturday, to assist NORECO II personnel on the electrical re-routing of High-Voltage wiring.
2. The above-mentioned activity entitles you for a 1.5-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. Please be guided accordingly.

NCO/MKP-JMA-NLR/RFP/PCT/apa
October 6, 2023



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03 OCT 2023