



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- 736

TO :

WILSON LARENA

OUGIE LABONG

JAN KIM RAAGAS

MA. JONALIN MONDOÑEDO

AMABEL HERRERA

JESSE JOHN PAGASIAN

PHOEBE JEAN SAGOLILI

SARAH MAE TUBAT

RUBY JEAN ESTRELLITA BIDAURE, JD

GIGI GRAPA

JEDILISO CATALAN

JOY EMILY TANIO

JANRYLL T. DELIBO

FROM :

NERI C. OJASTRO, EdD, CESE

Schools Division Superintendent

SUBJECT :

**SORTING AND ORGANIZING OF SUPPLIES/MATERIALS IN THE
STORAGE ROOM**

DATE :

August 25, 2023

1. Please be informed of your attendance in **SORTING AND ORGANIZING OF SUPPLIES/MATERIALS IN THE STORAGE ROOM** on October 20, 2023 (Friday/Holiday) and October 21, 2023 (Saturday).
2. The personnel who participated on the above-mentioned activity are entitled for a 1.5-day Compensatory Time-off (CTO) for October 20, 2023 (Friday/Holiday) and October 21, 2023 (Saturday) 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".
5. Please be guided accordingly.

NCO/MKP-JMA-NLR/SUPPLY OFFICE
July 21, 2023



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10 OCT 2023