



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- 78

TO : **RACHEL B. PICARDAL EdD, SGOD Chief**
DAE P. HABALO, SEPS Planning & Research
KARLA P. ANTONIO, EPS II SocMob & Networking
SEVERO CARO, AO II Planning
IRYLL MAE S. MACAHIG, SEPS HRDS
GERALDINE B. OLMILLO, EPS II HRDS

(Through the Public Schools District Supervisor/ School Head)

MARK DAVE M. VENDIOLA, TII – NOHS SHS
MARK JOEBEN L. CASAL, TI – ANHS Carol-an Ext., Ayungon 2

FROM : By Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD, JD
OIC-Asst. Schools Division Superintendent
Office In-Charge
2/16/23

SUBJECT : **CONTINUATION OF DEDP WRITESHOP**

DATE : February 16, 2023

You are hereby requested to report to the Division Office for the **Continuation of DEDP Writeshop** on **February 18 & 25 , 2023**.

The teaching personnel involved in the activity on February 18 & 25, 2023 (Saturday) shall be entitled to service credit while non-teaching personnel shall be entitled to Compensatory Time-Off (CTO) per DepEd Order No. 53, s. 2003 on the Updated Guidelines on the Grant of Vacation Service Credits to Teachers and with the Civil Service Commission [CSC] and Department of Budget and Management (DBM) Joint Circular No. 2, s.2004 on Non-Monetary Remuneration of Overtime Services Rendered.

Meals, travelling and other incidental expenses incurred by the participants shall be charged against local funds/School MOOE subject to the usual accounting and auditing rules and regulations.

This memorandum serves as **Authority to Travel**.

For the information and compliance of all concerned.

17 FEB 2023

SPP/ JMA-MKP/SGOD/RBT/dph
02/16/2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph