



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- 838

TO :

WILSON LARENA	PHOEBE JEAN SAGOLILI
OUGIE LABONG	SARAH MAE TUBAT
JAN KIM RAAGAS	RUBY JEAN ESTRELLITA BIDAURE, JD
MA. JONALIN MONDOÑEDO	GIGI GRAPA
AMABEL HERRERA	JEDILISO CATALAN
IVONNE MARIE JARDIN	JUNRYLL DELUBIO
JESSE JOHN PAGASIAN	MARIA IRENE CECELIA ELEMIA

By the Authority of Schools Division Superintendent

FROM :

MARCELO H. PALISPIS EdD, JD
OIC-Assistant Schools Division Superintendent
Office-In-Charge

SUBJECT : **SORTING OF NLC MATERIALS IN THE STORAGE ROOM**

DATE : **November 9, 2023**

1. Please be informed of your attendance in **SORTING OF NLC MATERIALS IN THE STORAGE ROOM** on November 11, 2023 (Saturday).
2. The personnel who participated on the above-mentioned activity are entitled for a 1.5-day Compensatory Time-off (CTO) for November 11, 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
November 9, 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

NOV 9 2023