



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- 809

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**

FROM :

  
**NERI C. OJASTRO, EdD, CESE**

Schools Division Superintendent

10/24/2023

SUBJECT :

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

DATE :

**October 24, 2023**

1. Please be informed of your attendance in **SORTING OF NLC MATERIALS IN THE STORAGE ROOM** on October 28, 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 28, 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.

25 OCT 2023

NCO/MKP-JMA-NLR/SUPPLY OFFICE  
October 24, 2023



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