



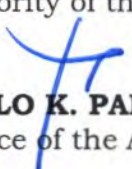
Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

MLA-2023- 31

TO : **TARA GAY S. DAPAT, AO IV (RO II)**
ANTONIO RICARDO E. DURAN, ADA I
FRANCISCO M. PIÑERO, ADA I
EVA MAY C. VILLEGAS, ADAS III

FROM : By Authority of the Schools Division Superintendent:


MARCELO K. PALISPIS, EdD
OIC-Office of the Asst. Schools Division Superintendent

SUBJECT : **PHYSICAL SETTING UP OF RECORDS/RECEIVING UNIT**

DATE : January 20, 2023

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1. The personnel concerned are directed to report to the DepEd Division Office of Negros Oriental on January 2nd, 2023 for the setting up of delivered cabinets/shelves in the Records and Receiving Unit.
 2. Per CSC & DBM Joint Circular NO. 2, s. 2004, "Non-monetary Remuneration for Overtime Services Rendered," services rendered beyond regular working hours, and/or rendered on Saturdays, Sundays, Holidays or scheduled days of without the benefit of overtime is entitled to Compensatory Time Off.
 3. Travelling and other incidental expenses incurred shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
 4. For information, guidance, and compliance.

SPP/JMA-MKP-NLR/AdSR/tsd



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