



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- 642

TO : JOSEPH R. GEMINA  
 DENNIS B. PINO  
 STEPHENE L. CAÑADA  
 JAN REY A. GAITERA  
 CHRISTOPHER C. DOLOR

JEOFREDO C. DAYUDAY,  
 HERSON TAGHAP  
 JOHNREY F. LEGARA  
 CLINT D. NOBLEFRANCA

FROM :  **NERI C. OJASTRO EdD, CESE**  
 Schools Division Superintendent 

SUBJECT : **DEVELOPMENT OF DIVISION CONTINGENCY PLAN  
 FOR EARTHQUAKE**

DATE : 19 September 2023

1. You are directed to attend the **DEVELOPMENT OF DIVISION CONTINGENCY PLAN FOR EARTHQUAKE** on 28-30 September 2023 at La Limar Resort, La Libertad, Negros Oriental.

2. **PARTICIPANTS ARE REQUIRED TO BRING LAPTOP WITH EXTENSION WIRE.**

3. Please take note of the following details:

Accommodation		Meals and Snacks
Check-in:	Sept. 27, 2023 (2:00 pm)	First Meal: Dinner, Sept. 27, 2023
Check-out:	Sept.30, 2023 (12:00 nn)	Last Meal: PM Snacks, Sept. 30, 2023

4. Teaching personnel can claim one (1) day of service credits and one (1) day of Compensatory Overtime Credit (COC) to non-teaching personnel who participated in the workshop, per DepEd Order 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, 2. 2004 on Non-Monetary Remuneration of Overtime Services Rendered

5. Teacher-participants are required to leave activities for the class to do while attending the workshop.

6. Travelling & other incidental expenses incurred shall be charged against School MOOE / Local Funds while meals, snacks, and accommodation shall be charged against DRRM Funds subject to the usual accounting and auditing rules and regulations.

7. For immediate dissemination and compliance.

