



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- 652

TO : **MR. FRANCIS C. AUSTERO**
MR. OUGIE LABONG
MS. JANLIE PERKINS
MR. ARNOLD CABATO
MR. RONDY KABRISTANTE

FROM: **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent
9/22/23

SUBJECT : **PREPARATION OF DECORATIONS FOR THE FAMILY DAY**

DATE : September 22, 2023

1. Please be informed of your attendance for the Preparation of Decorations for the incoming Family Day on September 23-24, 2023 and September 28-29, 2023 at the Schools Division Office, Division of Negros Oriental.
2. Teaching personnel are hereby entitled for Service Credits as stipulated in DepEd Order No. 53, s. 2003, titled "Updated Guidelines on Grant of Vacation Service Credits to Teachers," while the Non-Teaching personnel are entitled for Compensatory Time-off (CTO) 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."
3. Travelling and other incidental expenses relative to this activity shall be charged against Division/School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
4. School Head of the concerned teachers is requested to issue **Authority to Travel**.
5. For your information and guidance.

22 SEP 2023

NCO/JMA-MKP-NLR/NLR/FCA/rad



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