



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

MEMORANDUM

MLC-2023- 920

TO : **THROUGH THE DISTRICT SUPERVISORS/ SCHOOL HEADS/
SECTION AND UNIT HEADS**

ELMAR L. CABRERA	<i>SDO, CID</i>
DAE P. HABALO	<i>SDO, SGOD</i>
REMYLIN V. GAOGAO	<i>SDO, ICT</i>
LUZBEE L. ANTOLO	<i>SDO, ICT Unit/ NOHS</i>
NATHANIEL E. LAJOT, JR.	<i>SDO, ICT Unit/ Casiano Z. Napigkit NHS</i>
JOHANNA LANI O. BALACY	<i>SDO, Administrative</i>
TARA GAY S. DAPAT	<i>SDO, Records</i>
MARICEL CORPIS	<i>SDO, Cash</i>
JASON FERMIZA	<i>SDO, HRMU</i>
JULIUS PAUL PARTOSA	<i>SDO, Finance</i>

FROM : **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent
12/4/23

SUBJECT : **ADDENDUM TO MLC NO. 873 S. 2023, DOCUMENT TRACKING
SYSTEM (DTS) ENHANCEMENT CODING WORKSHOP**

DATE : November 29, 2023

Addendum to MLC No. 873 s. 2023, titled Document Tracking System (DTS) Enhancement Coding Workshop (Phase 1-2):

- Services rendered on a HOLIDAY shall entitle the non-teaching personnel to a Compensatory Time Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2. S. 2004 on Non-Monetary Renumeration for Overtime Services Rendered or service credit per DepEd Order no. 53 s. 2003 Updated Guidelines on the Grant of Vacation Service Credits to Teachers.
- Participants shall submit a duly accomplished daily time record (DTR) and accomplishment report.

05 DEC 2023



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Other items mentioned in the said memorandum are still in effect.

For dissemination and guidance.

NCO/OSDS-ICT/RVG/gao



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