



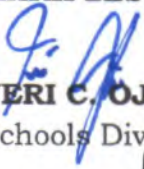
Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**Office of the Schools Division Superintendent**

MEMORANDUM  
SGOD-2023 250

TO : **DENNIS CHAVEZ**, Nurse II  
**MARK LESTER AMOLO**, Nurse II

FROM :  **NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent  
12/18/23

SUBJECT : **PARTICIPATION AS MEDICS DURING THE PARENTS-TEACHERS ASSOCIATION THREE-DAY SEMINAR ON EFFECTIVE PARENTING & DEPED ORDER NO. 13, S. 2023**

Date : **DECEMBER 15, 2023**

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This Office through the School Health Section requests the participation of abovementioned personnel to serve as medics during the **Parents-Teachers Association Three-Day Seminar on Effective Parenting and DepEd Order No. 13, s. 2022**.

The said activity will be held on December 16, 2023 to December 18, 2023 at La Limar Beach Resort, La Libertad Negros Oriental from 8:00 AM to 5:00 PM

Services rendered during weekends or holidays shall entitle the non-teaching personnel to compensatory overtime credit (COC), per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2004 for overtime services rendered upon submission of a duly accomplished daily time record (DTR).

Travelling and other incidental expenses relative to the conduct of this activity shall be charged against Division MOOE funds, all subject to the usual government accounting and auditing rules and regulations.

This serves as your **AUTHORITY TO TRAVEL.**

Widest dissemination and compliance of this Memorandum are desired.

NCO/JMA-MKP/SGOD/REP/KLBC/PM3  
December 15, 2023

19 DEC 2023



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