



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE

NEGROS ORIENTAL

Pioneering the Paths to Educational Excellence



March 16, 2016

Division Memorandum

No. 204 s, 2016

**GRANT OF NON-MONETARY COMPENSATORY TIME-OFF TO THOSE ATTENDING &
SERVING IN THE E-SIP/SRC WORKSHOPS ON WEEK ENDS**

To : Chiefs, SGOD & CID
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In Charge
SEPS & EPS in HRDD & M & E

1. Division Memorandum No. 187, s. 2016 dated March 8, 2016 entitled 'Corrigendum to Division Memorandum No. 178, s. 2006' stipulates the schedule of the Division Roll-out of the Enhanced School Improvement Plan (SIP) process and the School Report Card.

2. To make sure that all School Heads in the elementary and secondary are able to attend the said training, week-ends are utilized like March 12 and 19 for the districts of Mabinay 1, 2, 3, & 4, Amian, San Jose, Sibulan North and South including Valencia preferably for the elementary only except when a Secondary school head opts to join the elementary because of a conflict of an equally important activity.

3. In this connection, the field is informed that those who are present on the Saturdays either as participants, trainers or monitors are entitled to one (1) day non-monetary Compensatory Time-Off (CTO) per day.

4. The concerned are requested to:

- a. Sign the attendance sheet during the training
- b. Accomplish Form 48 (DTR)
- c. Submit duly accomplished Monitoring Tool (for monitors)

5. Kindly submit the DTR to the Training Staff concerned who shall also turn-over the said DTRs to the Office of the Schools Division Superintendent.

6. For information and guidance.

LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent

Officer-in-Charge
03/16/16

LTC/enc

10 MARCH 2016