



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

www.depednegor.net


negros.oriental@deped.gov.ph

(035) 225 2376 / 225 2838 / 422 5283

Division Memorandum

No. 496, s 2016

To: All Concerned Division Personnel
All Concerned School Heads
All Concerned ICT Coordinators
All Concerned Microsoft Ambassadors

From: 
LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer -In- Charge /s/
8/22/16

Subject: **GRANTING SERVICE CREDITS/COMPENSATORY TIME OFF (CTO)
FOR THOSE WHO SERVED AS TRAINERS/FACILITATORS OF THE
DCP UPDATE AND ICT LITERACY TRAINING WORKSHOP**

Date: August 22, 2016

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1. Attached is the list of the members of the Training Team on the conduct of the 6 days DCP Update and ICT Literacy Training Workshop last August 1-6, 2016.
 2. The said Trainers/ Facilitators are entitled Service Credits/ CTO on the following dates:
 - a. July 31, 2016 – Pre-implementation (Preparation and sorting of Training Materials for 432 participants - Sunday).
 - b. August 6, 2016 – Last day of the training and Closing Program in the afternoon (Saturday).
 - c. August 7, 2016 – Post implementation (Sunday)
 3. Submit the accomplished Form 48 at the Division ICT Service Unit.
 4. For your information and guidance.

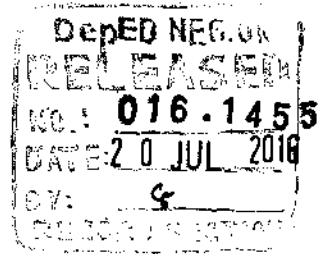


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TRAVEL ORDER
 No. 280 s, 2016



- TO:
- REMYLIN V. GAO-GAO**
ITO-I, DIVISION OFFICE
 - MELCHOR DUEÑAS**
PDO II-LRMDs, DIVISION OFFICE
 - JOSEPH R. GEMINA**
PDO II-DRRM, DIVISION OFFICE
 - REGINA CLARINA E. EMPESO**
EPS II-M & E, DIVISION OFFICE
 - CHRIS ANGELO EMPESO**
ICT UNIT, DIVISION OFFICE
 - ALFREDO L. TICON, JR.**
ICT UNIT, DIVISION OFFICE
 - LOUELYN M. LAJOT, CASIANO P. NAPIGKIT NHS**
 - LOLITA R. TUBALLA, SIATON NHS**
 - RUTH MARIE B. ELTANAL, SANTIAGO DELMO MHS**
 - PILITA RAMIREZ, JOSE MARIE LOCSIN MHS**
 - GODFREY R. CALBOG, SAN JOSE PCHS**
 - AYVIS A. CALINGACION, AYUNGON SCIENCE HS**


PURPOSE To attend a conference in preparation for the DCP Update and ICT Literacy Training Workshop

DATE OF TRAVEL July 26, 2016

VENUE Division Conference Room, 2nd floor

ALLOWED/ CHARGED TO: (DCP funds/ School MOOE/ local funds subject to the usual accounting and auditing rules and regulations)

- _____ : Registration/ Transportation and other incidental expenses
- _____ : Transportation
- _____ : Per Diems
- _____ : Transportation/ per diem & other incidental expenses


LELANIE T. CABRERA, CESE
 Asst. Schools Division Superintendent
 Officer-In-Charge
 07/26/16