



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE

**NEGROS ORIENTAL**

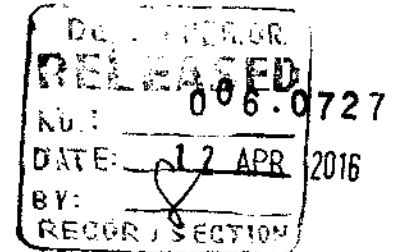
*Flourishing the Paths to Educational Excellence*



Division Memorandum

April 12, 2016

To : Mrs. Ma. Antonieta Bacang, Teacher, NOHS  
Mrs. Crisilda N. Estravela, Teacher, NOHS  
Mrs. Lucille Barillo, Teacher, Pulangbato NHS  
Dr. Maxima Balansag, TIC, Valencia District  
Mrs. Maricel Rasid, Librarian, Division of Negros Oriental



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Please be informed that your services are needed as working staff during the Grade 5 MASS TRAINING OF TEACHERS (MTOT) for the K to 12 Basic Education Program for the Division of Negros Oriental on April 17-23, 2016 and April 24-30, 2016 for the 1<sup>st</sup> and 2<sup>nd</sup> batch respectively at the Plaza Maria Luisa Suites Inn, Dumaguete City.

Management staff are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. On the other hand, non-teaching staff shall be provided with *Compensatory Time-Off (CTO)* per *Civil Service Commission and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered*.

This serves as your TRAVEL ORDER.

**DEXTER Y. AGUILAR**  
Asst. Schools Division Superintendent

*Office-in-Charge*