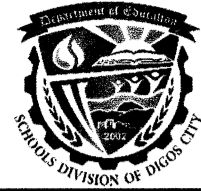




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Division Memorandum No. 038, s. 2017


TO : ALBERT S. ESPINO
SEPS, Division YFP Coordinator

ELIZABETH BUERON
Secondary School Principal – Kapatagan NHS

JOY R. BAULETE
Elem. Sch. Principal – Cogon ES

MICHELLE C. LAVIDA
SSG Adviser – Matti NHS

JULIETA N. MARCES
SPG Adviser – Pedro V. Basalan ES



From : DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Subject : **Training for Supreme Student Government and Supreme Pupil Government Advisers, School Heads and Youth Formation Coordinators**

Date : January 19, 2017

1. In pursuance to the Unnumbered Regional Memorandum dated January 17, 2017, this Office directs you to participate in the *Training for Supreme Student Government and Supreme Pupil Government Advisers, School Heads and Division Youth Formation Coordinators* on February 3-5, 2017 in Davao City (specific venue shall be announced later).
2. It is expected that all participants will be in the venue on February 2, 2017 (Thursday) at 3:00 in the afternoon. Check-out time shall be on February 5, 2017 (Sunday) at 12:00 noon.
3. The participants shall be entitled to service credits in accordance to D.O 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 (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, series 2004 entitled *Non-Monetary Remuneration of Overtime-Services Rendered*.
4. Travel expenses and board and lodging of the participants shall be charged against OSEC Funds. Travel expenses of the participants shall be reimbursed during the training upon presentation of travel documents like authority to travel, bus/ taxi tickets and others, subject to usual accounting and auditing rules and regulations.
5. For information, guidance and compliance of all concerned.

DepEd Schools Division of Digos
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JAN 19 2017
BY: 