



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
Division of Digos City



*Office of the Schools Division  
Superintendent*

*Telefax: (082) 553 – 8396; 553-8376*

Division Memorandum  
No. 448, s. 2016

To: Division Chiefs, CID & SGOD  
School Principals/Officers-in-Charge  
Senior High Schools

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

Subject: Grant of Service Credits/Compensatory Time Off (CTO) to the Trainers of the  
Mass Training of Senior High School Grade 11 Teachers on the K to 12  
Curriculum

Date: August 16, 2016

Attached herewith is the Regional Memorandum No. 185 s. 2016, entitled, "Grant of Service Credits/Compensatory Time Off (CTO) to the Trainers of the Mass Training of Senior High School Grade 11 Teachers on the K to 12 Curriculum," which informs the field of the grant of five (5) days Service Credits/Compensatory Time Offs (CTO) to the SHS trainers.

In view hereof, all SHS Grade 11 trainers are advised to make Daily Time Record (DTR) reflecting therein the dates of the trainings conducted and submit the same to Ms. Lorna F. Mapinogos, Chief, Human Resource Development Division (HRDD) Region XI for signature.

For your information, guidance and compliance.

DepEd Schools Division of Digo.

**RELEASED**

Date: AUG 16 2016 Time: 1:26

By: [Signature]

RECEIVED 7276  
Date: AUG 10 2016 Time: 4:44  
By: [Signature]



Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
Rehiyon XI  
Lungsod ng Davao  
Tanggapang Panrehiyon



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July 27, 2016

REGIONAL MEMORANDUM  
No. 185 s. 2016

**GRANT OF SERVICE CREDITS/COMPENSATORY TIME OFF (CTO) TO THE TRAINERS OF THE MASS TRAINING OF SENIOR HIGH SCHOOL GRADE 11 TEACHERS ON THE K TO 12 CURRICULUM**

To: Schools Divisions Superintendent and Division Chief Administrative Officer  
DepED RO XI

1. Pursuant to DepED Memorandum No. 15 s. 2014 dated April 2014, re: *Change In and Additional Provisions to DepED Memorandum No. 15 s. 2014 (National Training of Trainers (NTOT) and Mass Training Teachers)* which paragraph no. 2a states that "The mass training to be conducted in the Schools Division Office (SDO) shall entitle the participants and teacher-trainers five days Service Credits and for non-teacher-trainers, five days Compensatory Time Off (CTO)".
2. Moreover, DepED Order No. 53 series 2003 states that Service Credits/Compensatory Time Off will be granted to teaching and non-teaching personnel respectively upon "Attendance/participation in special DepED projects which are short term in duration such as training, curriculum writing, workshops etc. if such are held during summer vacation or weekends."
3. In view hereof, all SHS Grade 11 trainers are advised to make a Daily Time Record (DTR) reflecting therein the dates of the trainings conducted and submit the same to Ms. Lorna F. Mapinogos, Chief, Human Resource Development Division (HRDD) Region XI for signature.
4. Along this line, all Schools Division Offices (SDOs) concerned are advised to grant 5 days Service Credits/Compensatory Time Offs (CTO) to the SHS trainers in their respective division. Attached is the list of SHS trainers for your reference and perusal.
5. Immediate dissemination and compliance of this Memorandum is earnestly enjoined.

Department of Education

Regional Office XI  
RECORDS SECTION

RELEASED

[Signature]  
ATTY. ALBERTO T. ESCOBARTE, CESO IV  
Regional Director

By: [Signature]  
ROHRDD/DMC/szeth  
Fr: Memo\_SHS-CTO  
Date: 8/10/16 Time: [Signature]