

#103945



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-241

To : All Division Chiefs
All Section Heads
All Concerned Division Personnel

Subject : **ATTENDANCE ON THE MANGROVE PLANTING AND COASTAL CLEAN-UP DRIVE**

Date : June 7, 2023

In relation to the conduct of 2023 Regional Festival of Talents this June 8 to 12, 2023 in Digos City, There shall be a conduct of **Mangrove Planting and Coastal Clean-up Drive on June 10, 2023 (Saturday) from 5:30 AM to 7:30 AM at Mangrove Sanctuary, Punta Biao, Brgy. Cogon, Digos City.**

This office hereby enjoins all Division Mancom Members to participate in the activity. Below is the list of allocated participants per section/unit.

Section Unit	Number of Pax
Division Chiefs	2
PSDSs	8
EPSs	11
Unit Heads	7
PRME SEPSs	2
HRD	2
SMN	2
DRRM	1
ITO	1
SDS's staff	2

All participants are encouraged to wear shorts, T-shirt, Aqua Shoes or Boots, and to bring their own tumblers.

Compensatory Overtime Credits (COC) shall be granted to supervisors, school heads, and non-teaching personnel from division for the services rendered during Saturdays, Sundays, or holidays (DepEd Order No. 53, s. 2003).

Traveling expenses relative to the conduct of the activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
DATE: JUN 09 2023 TIME: 2:04pm

BY: _____

MELANIE P. ESTACIO

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Officer-In-Charge
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