



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023- 368

To : Secondary School Heads
All Division Federated SSLG Teacher-Adviser Officers
Division Youth Formation Coordinators

Subject : **ATTENDANCE TO THE DIVISION FEDERATED SUPREME
SECONDARY LEARNER GOVERNMENT OFFICERS MEETING
FOR THE CRAFTING OF THE COMPRENSIVE ANNUAL PLAN OF
ACTION (CAPA) FOR SY 2023-2024.**

Date : August 10, 2023

Pursuant to OUOPS No. 2023-03 dated 05 May 2023 entitled "Interim Guidelines of the Learner Government Program (previously known as the Supreme Pupil and Student Government Program) for School Year 2023-2024, the Division Federated Supreme Secondary Learner Government Officers and Teacher-Advisers shall conduct a meeting for the preparation and crafting of the Comprehensive Annual Plan of Action (CAPA) on **Aug. 11, 2023** from **1:00pm - 4:00 pm** at **Senior High School in Digos City.**

All Learner-Participants must secure their parents consent on or before Aug. 11, 2023. Likewise, all participants must be at the venue 10 minutes before the meeting start.

Compensatory Overtime Credit (CTO) of 1 day shall be granted beyond regular hours and/or those rendered on Saturdays, Sundays, and Holidays, or scheduled days off without the benefit of overtime pay (CSC & DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered" and DepEd Order Number 53 series 2003 "Updated guidelines on Grant of Vacation Service Credits to teacher", attendance/participation in DepEd activities which are short-time duration if such are held during summer vacation or during weekends. 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.

Melanie P. Estacio
MELANIE P. ESTACIO

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

8/10/23

DepEd Schools Division of Digos City
RECORDS SECTION

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DATE: *AUG 11 2023* TIME: *9:29*

BY: *[Signature]*

