



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2023- 460

To : CID Chief  
Education Program Supervisor Concerned (MAPEH)  
Public Schools District Supervisors (Secondary Schools)  
School Head of Digos City National High School

Attention: Shayne S. Sorongon  
Master Teacher-I  
Digos City National High School

Subject : RESOURCE SPEAKER FOR DIVISION TRAINING FOR COACHES IN  
DIFFERENT SPORTS EVENTS

Date : November 7, 2023

In reference to Division Memorandum CID-2023-452, dated November 6, 2023, re: **Division Training for Coaches in Different Sports Events**, this Office enjoin the participation of Shayne S. Sorongon, Master Teacher I of Digos City National High School, to participate as resource speaker in said activity on November 10-12, 2023 at Don Mariano Marcos Elementary School.

The teacher-participant shall adhere to the policy on "No Disruption of Classes" as per DepEd Order No. 9, s. 2005 entitled "Institutionalizing Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith". School head involved is expected to make necessary arrangements ensuring that classes handled by Mrs. Sorongon will be taken care of by other teacher.

As per DepEd Order No. 53, s. 2003 or the Updated Guidelines on Grant of Vacation Service Credits to Teachers, the participants who shall have their training during Saturday and Sunday shall be eligible for the grant of Service Credits for Teachers and Compensatory Overtime Credits (COC) for non-teaching personnel.

Meals, snacks and travel expenses of the participants shall be charged to the division/local/school MOOE, all subject to the usual government accounting and auditing rules and regulations.

For dissemination and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD CESO VI**  
OIC-Schools Division Superintendent

Enclosed: As stated. 23-111633

CID/avb

DATE: 09 NOV 2023 TIME: 8:56  
BY: *[Signature]*



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