



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023- 522

To : All concerned School Heads
All Section Heads
All Schools Division of Digos City Personnel
All concerned personnel

Subject : ADDITIONAL NO. OF DAYS FOR THE SETTING UP OF THE
SCHOOLS DIVISION OFFICE CHRISTMAS DECORATION

Date : December 11, 2023

In reference to Division Memorandum OSDS-2023-305, the setting up of the Schools Division Office Christmas Decoration is again extended to December 11, 2023 for final touch, which is expected to be ready for judging on December 12, 2023.

Service credits shall be granted to the teachers (DepED Order No. 53 s. 2003) while Compensatory Overtime Credits (COC) shall be granted to non-teaching personnel (CSC and DBM Joint Circular No. 2 s. 2004) for the services rendered on Saturday, Sunday, and Holidays.

Attached is the List of Technical Working Group (TWG) who have been helping in the setting up of Christmas decorations for ready reference.

For information, guidance, and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
OIC-Schools Division Superintendent

SCHOOLS DIVISION OF DIGOS CITY
RECORDS SECTION
RELEASED
23-119615
DATE: DEC 12 2023 TIME: 2:00 PM
BY: *[Signature]*

Enclosed: As stated
CID/bsd



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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LIST OF TECHNICAL WORKING GROUP

Building	Assisting Team	
CID/Admin	Team Leader	Jayson Abellon
	Members:	Yancy R. Bacugan - DICNHS Arnie G. Montaner - Palan Annex Vina E. Aguilar - RMCES Jhea May Damo - RMCES Geoffrey Andrade - PGES Amabel Caminade - Binaton ES Joyce F. Cortes - Binaton ES Jasmine Eve Bucod - Colorado ES Jeaniefer Mabandos - RMCES Jonathan Macias - DMMES Marcelino Ranollo, Jr - HR
SDS/ASDS/SGOD	Team Leader	Melvin Anthony Sabio
	Members:	Catherine Zapanta - DICNHS Diosa Mae Torrefiel - DICNHS Lilybeth Sayson - DICNHS Clarissa Laco - DICNHS Johannes Sabio - DICNHS Rosalie Legaspi - DICNHS Janeliza Marajan - DICNHS Marlon Mercader - DICNHS Francisco Cabrillos - DICNHS Joeji Aguilar - DICNHS Marvie Grace Carillo - DICNHS
Records/Supply/ Accounting	Team Leader	John P. Millan
	Members:	Rodel Pagayon - DICNHS Michael Timtim - DICNHS Iname N. Romitman - DICNHS Hazel Anne Cahiles - DICNHS Denise Imari Casilac - DICNHS Gina Bustamante - DICNHS Rio Peralta - DICNHS Ma. Bernadette Pagayon - Cogon ES



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