



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- *MA*

To : SGOD Chief

APRIL ROSE A. ALCALA
Project Development Officer I

Subject : **PROVISION OF TECHNICAL ASSISTANCE DURING PARENTS
ORIENTATION AT PHILIPPINE INTERNATIONAL
TECHNOLOGICAL SCHOOL INC. ON LEARNER RIGHTS AND
PROTECTION PROGRAM**

Date : June 20, 2025

In relation to the invitation letter from Philippine International Technological School Inc., dated June 19, 2025, this office hereby directs **Ms. April Rose A. Alcala**, Division LRP Focal, to give an **Orientation on Learner Rights and Protection Program** and to help parents understand and implement effective child protection measures within their family and communities on **June 21, 2025 (Saturday)** at **Philippine International Technological School Inc., Dona Aurora Ext., Digos City**.

Compensatory Overtime Credit (CTO) of 1 day shall be granted for the services rendered 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 Teachers", attendance/participation in DepEd activities which are short-term duration if such are held during summer vacation or during weekends.

For information and guidance.

MELANIE P. ESTACIO, PhD., CESO VI

Schools Division Superintendent *[Signature]*

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
JUN 23 2025 TIME: *4:00 PM*



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CHERRIE ANNE B. BOHOL

EPS- SGOD
Officer-In-Charge

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Telephone Nos.: (082) 553-8375; (082) 553-8396



Philippine International Technological School, Inc.
Doña Aurora, Ext. Digos City, Davao del Sur
pitsdigos87@gmail.com

June 19, 2025

MELANIE P. ESTACIO
Assistant School Division
Superintendent Division of Digos City
Corner Roxas and Lopez Jaena St.,
Digos City

Thru: APRIL ROSE A. ALCALA
Project Development
Officer I
Division of Digos City

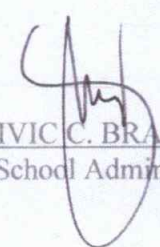
Good day Ma'am,

The school would like to invite Ms. April Rose A. Alcala this Saturday, June 21, 2025 for the Student-Parent-Teachers Orientation on Child Protection Policy. This orientation will help raise awareness to the students, parents, teachers, as well as the staff.

Hoping for your kind response on this matter.

Thank you and God bless!

Truly yours,


MARIVIC C. BRAGAT, MPA
School Administrator