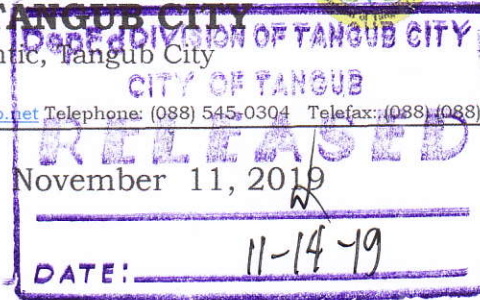




DIVISION OF TANGUB CITY

Anecito Siete St., Mantic, Tangub City

E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) (088) 56-4524



DIVISION MEMORANDUM
No. 322, s. 2019

**GRANTING OF SERVICE CREDITS/COMPENSATORY TIME-OFF (CTO) TO
TEACHING AND NON-TEACHINGS PERSONNEL WHO WORK ON THE
PREPARATION OF CHRISTMAS SYMBOLS FESTIVAL CATEGORY A AND
SERVE AS WATCHERS IN THEIR RESPECTIVE AREAS**

To: District In Charge/s
Public Elementary and Secondary School Heads
Alternative Learning System Coordinator
Teaching and Non Teaching Personnel
This Division

1. To support the noble request of the Hon. Jennifer W. Tan, the City Mayor of Tangub, this Office grants Service Credits to teaching and non-teaching personnel and Compensatory Time Off (CTO) for school heads who work on the preparation of Christmas Symbols Festival Category A at the City Plaza during Saturdays and Sundays and those who will serve as watcher/s in their respective area during the whole month of the festivity from 10:00 O'clock in the evening until 6:00 O'clock in the morning.
2. It is expected that the concerned District In Charge will closely monitor the services rendered by their teachers and schools heads.
3. A Travel Order and Daily Time Records are the necessary documents to support the claim of Service Credits or Compensatory Time Off (CTO).
4. Immediate and wide dissemination of this Memorandum is enjoined.

for:
AGUSTINES E. CEPE, CESO V
at: Schools Division Superintendent