

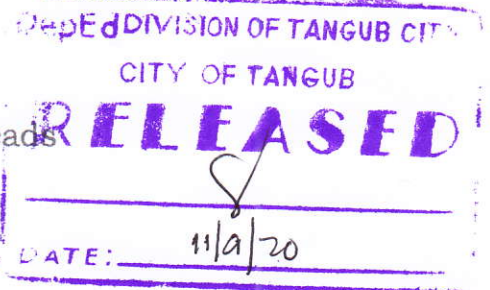


November 9, 2020

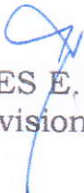
UNNUMBERED MEMORANDUM

GRANTING OF SERVICE CREDITS/COMPENSATORY TIME-OFF (CTO) TO TEACHING AND NON-TEACHING PERSONNEL WHO ARE INVOLVED IN THE PREPARATION OF CHRISTMAS SYMBOLS/CHRISTMAS VILLAGE CATEGORY A AND WHO WILL 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. In our usual support to the City Government of Tangub for having an Annual Christmas Celebration amidst the pandemic, this Division allows some teaching and non-teaching personnel of each district and secondary/unified high school to assist in putting up their Christmas Symbols/Christmas Village in the City Plaza. With the services rendered during Saturdays and Sundays and those assigned as watchers 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, teaching and non-teaching personnel will be granted Service Credits and Compensatory Time Off (CTO) for school heads.
2. It is expected that the concerned District In Charge will closely monitor the services rendered by their teachers and school heads.
3. Travel Order and Daily Time Records (Form 48) 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.

  
AGUSTINES E. CEPE, CESO V  
Schools Division Superintendent

