



January 25, 2019

DIVISION MEMORANDUM
No. 03, s. 2019

ADDENDUM TO DIVISION MEMORANDUM NO. 308 S. 2018
ENTITLED “CAPIZ DIVISION YES-O CAMP”

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Secondary and Integrated Schools

1. A Division Memorandum No. 308 s. 2018 entitled “**Capiz Division Yes-O Camp**” has been issued for the conduct of the abovementioned activity on January 18-20, 2019.
2. In addition to the said Division Memorandum, participants to this activity who are teacher-advisers are entitled to a **Two (2) Days Service Credit** for the services rendered on **January 19-20, 2019** while the facilitators who are non-teaching on the above-mentioned to a **Two (2) Days Compensatory time-off** for the services rendered, based on CSC and DBM Joint Circular No. 2 dated October 4, 2004. It is understood that these service credits shall be used only to offset absences and not for commutation to leave credits for purposes of monetization and further the compensatory time-off is non-cumulative and should be utilized within a year.
3. All concerned personnel should submit their duly accomplished Daily Time Record (DTR) on or before **January 30, 2019** at office of SGOD c/o **Youth Formation (Zander F. Frofunga or Kenneth D. Anoché)**.
4. Immediate dissemination of this memorandum is desired.


ROEL F. BERMEJO, PhD, CESO V
Schools Division Superintendent

