



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

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March 26, 2019

DIVISION MEMORANDUM
No. DAS, s. 2019

**ADDENDUM TO SCHOOLS DIVISION MEMORANDUM NO. 039 S. 2019
ENTITLED “4TH CAMPUS INTEGRITY CRUSADERS CONGRESS”**

To: **All Public Secondary and Integrated School Heads**

1. A **Division Memorandum No. 039 s. 2019** entitled “**4th Campus Integrity Crusaders Congress**” has been issued for the conduct of the above-mentioned activity on March 29-30, 2019.
2. In addition to the said Memorandum, participants to this activity who are **teacher-advisers** are entitled to a **One (1) Day Service Credit** for the services rendered on **March 30, 2019** while the **school heads** and the **Youth Formation Coordinators** who are **non-teaching personnel** are entitled to a **One (1) Day 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 **April 10, 2019** at Office of SGOD c/o Youth Formation (PDO I Mr. Zander F. Fofunga or PDO I Mr. Kenneth D. Anoché).
4. Immediate dissemination of this memorandum is desired.

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

