



March 24, 2017

**MEMORANDUM**

No. 169, s. 2017

**ADDENDUM TO DIVISION MEMO. NO. 58 S. 2017 DATED FEBRAURY 8. 2017  
RE: ON THE GRANT OF CTO TO THE STAFF WHO SERVE AS FACILITATORS  
DURING THE CONDUCT OF THE TRAINING**

**TO :** ASDS, CID/SGOD Chiefs  
DEPS & PSDS/DIC's  
School Heads both Elementary and Secondary

1. The Division Training-Workshop on Revitalizing/Establishing Functional School Library for Batch 1 was scheduled and conducted last **March 10-11, 2017** at the Division Conference Room.
2. Division Memorandum No. 58 stipulates that since the training schedule falls on a Saturday, participants shall be granted 1 –day Service Credit. The memo fails to recognized the services of the staff. Thus, this memo will append that Non-teaching staff serving on that date will be granted with 1 day Compensatory Time Off (CTO) per CSC-DBM JOINT CIRCULAR NO. 02-04
3. This Memorandum shall grant CTO to the LRMDs Staff who serve as facilitators during conduct of the training on March 10-11, 2017.
4. Please be guided accordingly.
5. Immediate and wide dissemination of this Memorandum is desired.

**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
*Officer-in-Charge*

STJ/LTC/ENC/rra17  
LRMDS Library

24 MAR 2017