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DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Traversing the Paths to Educational Excellence



Division Memorandum

May 4, 2017

To : Mrs. Lucille Barillo
Pulangbato National High School

Mrs. Ma. Antonieta Bacang
Negros Oriental High School

Mrs. Crisilda Estravela
Negros Oriental High School

Dr. Maxima Balansag
Sab-ang Elementary School

Mr. Jefferson Uy
San Jose National High School

Division Nurses (please see list attached)

Mrs. Maricel Rasid, Division Librarian
Miss Alexandria Nocete, Division Nurse
Miss Conchita Jusayan, CID staff

017-0897
04-MAY-2017
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Please be informed that your services are needed as support staff during the Mass Training of Grade 6 Teachers on May 7-13, 2017 and May 21-27, 2017 for Batches 1 & 2 at the Plaza Maria Luisa Suites Inn.

As part of the management staff you are entitled to service credits pursuant to DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Credits to Teachers*. Moreover, non-teaching staff shall be provided with *Compensatory Time-Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered* (Please refer to DepEd Memorandum No. 18, s.2017 dated February 8, 2017).

Further, to be able to prepare for the training you are advised to report at the Division Office starting Friday, May 5, 2017.

This serves as your **travel order**.

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Asst. Regional Director
Concurrent Schools Division Superintendent

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Schedule of Duty for Nurses:

Batch 1:

Date	Nurse On Duty
May 7	Aurora Abrasado
May 8	Micah Enardecido
May 9	Alexandria Nocete
May 10	Emilda Chiu
May 11	Ester Nuez
May 12	Amalia Barot
May 13	Marydel Cadiente

Batch 2:

Date	Nurse On Duty
May 21	Maria Nehmia Besario
May 22	Annalee Celis
May 23	Areen Rybonette Opada
May 24	Farren Leigh Yurong
May 25	Brent John Trasmonte
May 26	Alexandria Nocete
May 27	Beanne Beth Quirit