



Republic of the Philippines
Department of Education
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran
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MEMORANDUM

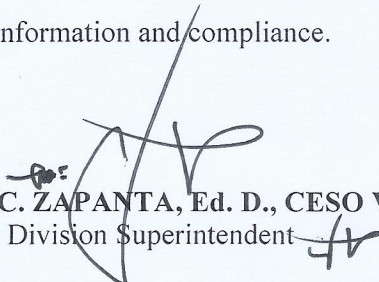
TO : 2017 CVIRAA Working Committees
Coaches and Chaperons
Others Concerned

FROM : **VIRGINIA C. ZAPANTA, Ed.D., CESO V**
Schools Division Superintendent

SUBJECT : **NON-MONETARY REMUNERATION FOR OVERTIME SERVICES RENDERED**

DATE : February 20, 2017

1. Pursuant to CSC-DBM Joint Circular No. 02-04, you are hereby directed to submit your Form 48 and other supporting documents for the issuances of appropriate **Compensatory Time-Off (CTO)** for Non-Teaching Personnel and **Service Credits** for Teaching Personnel of the services rendered beyond regular working hours during the conduct of the conduct of the 2017 CVIRAA Meet held at Naga City, Cebu last February 8-18, 2017.
2. Kindly submit the needed documents addressed to the Office of the SDS, thru HELEN B. CHATTO, Administrative Assistant II of the Personnel Records Section, not later than March 10, 2017.
3. For information and compliance.


VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent