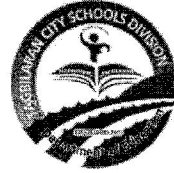




Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtagbilarancitydivision@yahoo.com www.depedtagbilaran.org

MEMORANDUM


TO : 2019 CVIRAA Working Committee Chairs & Members  
Coaches, Chaperones, Trainers and Officiating Officials

FROM : **NERI C. OJASTRO, Ed.D., CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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

DATE : February 27, 2019

1. Pursuant to CSC-DBM joint Circular No. 02-04, you are hereby directed to submit your Form 48 (Daily Time Record) duly countersigned by the Committee Chair and SDO Alberto A. Lacang and accomplishment report signed by the Committee Chair, noted by SDO and approved by the Schools Division Superintendent for the issuance 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 2019 Central Visayas Regional Athletic Association (CVIRAA) Meet held in Dumaguete City, Negros Oriental.
2. Kindly submit the needed documents addressed to the Office of the SDS, thru Ms. Helen B. Chatto, Administrative Assistant II of the Personnel & Records Section, not later than March 15, 2019.
3. For information, guidance and compliance of all concerned.

  
**NERI C. OJASTRO, Ed.D., CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent