



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



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November 18, 2019

Division Memorandum
No. 694 s. 2019


**ADDENDUM TO DIVISION MEMORANDUM NO. 667, SE. 2019
(DATA GATHERING FOR ESTABLISHMENT OF DIVISION
LEARNING RESOURCES AND ASSET MANAGEMENT SYSTEMS)**

TO : CID Chief
Public Elementary and Secondary School Heads

1. Relative to Division Memorandum 667, s. 2019 entitled "DATA GATHERING FOR ESTABLISHMENT OF DIVISION LEARNING RESOURCES AND ASSET MANAGEMENT SYSTEM, a provision on granting service credit to all teachers and Compensatory Time –Off to non- teaching who will attend the aforementioned activity on November 22-23, 2019 is hereby granted.
2. In connection with this teacher participants shall be granted a one (1) day service credits and non-teaching personnel shall be entitled to compensatory time-off (CTO) on Saturday schedules. . Participants are advised to bring two (2) DTR and prepare accomplishment report. The LRMSD Supervisor will process the request for the grant of service credits and CTO.
3. Classes of teachers involved in this activity shall be handled by another teachers/s to be arranged by their respective school heads .
4. All other provisions of the said memorandum shall remain in effect.
5. Immediate dissemination and compliance with this Memorandum is directed.

for the SDS:

JOSEPH IRWIN A. LAGURA , Ph.D.
Schools Division Superintendent


AQUILINO T. MLAR, JR., Ph.D
ADMINISTRATIVE OFFICER V
officer in charge