



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Special Order No. 018, s. 2024

The following Non-Teaching Personnel of the Schools Division Office of Kabankalan City who attended the 1st Quarter coordination meeting cum workshop with Division Accountant and budget Officers for CY 2024 last April 10-12, 2024, held in Malay, Aklan, are hereby given Compensatory Time Off (CTO) as per CSC & DBM Joint Resolution No. 2, s 2004 dated October 04, 2004, to wit:

	NAME	NUMBER OF HOURS RENDERED	EQUIVALENT CTO/ SERVICE CREDITS IN DAYS	COMPENSATORY OVERTIME CREDITS
1	LYN ROSE E. OTEA	16	1.5	12 HOURS (2 DAYS)
2	MERALIE MAE E. GUALDRAPA	16	1.5	12 HOURS (2 DAYS)
3	RAYLIN A. GRANZO	16	1.5	12 HOURS (2 DAYS)
4	JADE N. PASAPORTE	16	1.5	12 HOURS (2 DAYS)

The compensatory overtime credit is issued this 19th day of April 2024 and is valid until April 19, 2025.

MICHELL L. ACOYONG, CESO VI
Assistant School Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

MAR 26 2024

No. 256, s. 2024

1ST QUARTER COORDINATION MEETING CUM WORKSHOP WITH DIVISION ACCOUNTANTS AND BUDGET OFFICERS FOR CY 2024

TO: Schools Division Superintendents
Division Accountants and Budget Officers
All Others Concerned

1. This Office, through the Finance Division, will conduct the **1st Quarter Coordination Meeting Cum Workshop with Division Accountants and Budget Officers** on **April 10-12, 2024**, in **Malay, Aklan**, to be hosted by the Schools Division of Aklan.
2. This activity aims to discuss various financial matters relative to the operation of the Region.
3. This activity will be participated in by the following:
 - a. Division Accountants and Budget Officers from the twenty-one (21) Schools Division Offices;
 - b. Personnel in charge of the preparation of the report (1 for Budget and 1 for Accounting)
 - c. Finance personnel from the Regional Office.
4. Food and accommodation expenses of the participants shall be charged against ROP funds while traveling, and other incidental expenses shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations.
5. Participants in this activity shall be **granted Compensatory Time Off (CTO) for their services rendered during the weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) joint Circular No. 2, s. 2024 on "Non-Monetary Remuneration for Overtime Service Rendered."**
6. Wide dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Inclosure: As stated

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

BUDGET CONFERENCE DATA OFFICIALS EMPLOYEES MEETINGS

RRE/1st Qtr. Coordination Meeting
RM-FD-2024-194/March 25, 2024



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