



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

Special Order No. 019, s. 2024

The person whose name stated below of the Schools Division Office of Kabankalan City who, rendered service during the conduct of Review of Learner Formation Programs, Budgeting, and Planning of Activities for FY 2024 of Division Youth Formation Coordinators, last April 10-13, 2024, held in Pinnacle Resorts and Villas, Malay, Aklan, is hereby given Compensatory Time Off (CTO) as per CSC & DBM Joint Resolution No. 2, s 2004 dated October 04, 2004.

	NAME	NUMBER OF HOURS RENDERED	EQUIVALENT CTO IN DAYS	COMPENSATORY OVERTIME CREDITS
1	Dexyll Garl G. De Jesus	24	1.5	36 hours (4.5 DAYS)

The compensatory overtime credit is issued this 29<sup>th</sup> day of April 2024 and is valid until April 29, 2025.

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



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2454 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 246, s. 2024

MAR 25 2024

**REVIEW OF LEARNER FORMATION PROGRAMS, BUDGETING, AND PLANNING  
OF ACTIVITIES FOR FY 2024 OF DIVISION YOUTH FORMATION  
COORDINATORS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Education Support Services Division- Regional Learner Formation Unit, shall conduct the **Review of Learner Formation Programs, Budgeting, and Planning of Activities for FY 2024 of Division Youth Formation Coordinators on April 10-13, 2024, to be hosted by the Schools Division of Aklan.** The specific venue shall be announced soon.

2. The activity aims to:

- empower the federation of supreme secondary learner government officers on proactive engagement;
- ensure the alignment of the planned activities with the division's youth development goals and objectives for 2024;
- review and adjust budgets to optimize resource allocation for maximum impact and efficiency in achieving program objectives;
- identify potential challenges that may affect program implementation and develop mitigation strategies; and
- implement a robust monitoring and evaluation scheme to track progress, measure outcomes, and make data-driven decisions for continuous improvement.

3. The participants to this activity are the following:

Participants	Total
DepEd - CO Resource Speakers	5
Chief, ESSD	1
Project Development Officer IV	1
Administrative Aide III	2
SDS and TWG of host division	6
Division Youth Formation Coordinators	49
Division Federation of SSLG Presidents	21
<b>TOTAL</b>	<b>85</b>

4. Attached is the proposed program of activities for the guidance of all concerned.



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033) 337-0149; 336-2816  
Email Address: region6@deped.gov.ph  
Website: region6.deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

---

5. The venue, and food of the participants shall be charged against downloaded Youth Formation program support funds to the host division, while their travel and other incidental expenses to their respective Division MOOE fund, both subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNERS  
PARTNERSHIPS  
PROGRAM

MLCBQ/ESSD-RM/Review of LFPFAs  
059/March 22, 2024



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

APR 08 2024

REGIONAL MEMORANDUM

No. 302 s. 2024

**ADDENDUM TO REGIONAL MEMORANDUM NO. 246, s. 2024 TITLED REVIEW OF LEARNER FORMATION PROGRAMS, BUDGETING, AND PLANNING OF ACTIVITIES FOR FY 2024 OF DIVISION YOUTH FORMATION COORDINATORS**

To: Schools Division Superintendents  
All Others Concerned

1. This Memorandum is supplementary to the recently disseminated Memorandum No. 246, s. 2024, dated March 25, 2024, titled *Review of Learner Formation Programs, Budgeting, and Planning of Activities for FY 2024 of Division Youth Formation Coordinators* from April 10 to 13, 2024, in Malay, Aklan.
2. The conduct of this activity will be held at Pinnacle Hotel, Boracay, Malay, Aklan.
3. Any Division Federated Supreme Secondary Learner Officer (DFSSLO) can represent the SDO in lieu of the Division Federated Supreme Secondary Learner Government President (DFSSLGP) who cannot join the event for any valid reason.
4. Travel and other incidental expenses of the personnel shall be charged to MOOE Fund while travel and other incidental expenses of the learner to other sources subject to the usual accounting and auditing rules and regulations.
5. The participants coming from Negros Occidental may travel on April 9, 2024.
6. All **non-teaching personnel** who will render services on the dates that fall on a holiday are entitled to compensatory time-off (CTO) or overtime credits which can be used for leave purposes valid for one year. The CTO is subject to existing rules and regulations of the DepEd and shall be approved by their School Division Offices. On the other hand, the **teaching personnel** who will render services on the same dates shall be entitled to service credits which can be used to offset absences incurred due to illness. These shall be valid and binding until they are separated or retired from service.
7. Enclosed to this Memorandum is the Parental Consent and Waiver Form which shall be accomplished and submitted by the learners on or before April 9, 2024.
8. All other Provisions of the stated Memorandum are still in effect.



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033) 337-0149; 336-2816  
Email Address: region6@deped.gov.ph  
Website: region6.deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

9. For questions or concerns, contact the Regional Youth Formation Coordinator Ma. Lira Cynthia B. Quejada, Project Development Officer IV, at 09190097650.
10. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: RM No. 246 s. 2024  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNERS  
PARTNERSHIP  
PROGRAMS

AJ/MLQ/ESSD-RM/ADDENDUM TO RM NO 246, S. 2024  
69/April 5, 2024



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033) 337-0149; 336-2816  
Email Address: region6@deped.gov.ph  
Website: region6.deped.gov.ph