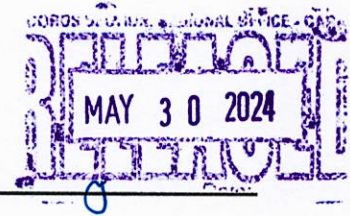




Republic of the Philippines
Department of Education
CARAGA REGION



May 29, 2024

REGIONAL MEMORANDUM
No. 0512, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**GRANT OF COMPENSATORY TIME-OFF / SERVICE CREDITS TO THE
PARTICIPANTS OF PREPARATORY ACTIVITIES FOR THE
2024 CARAGA REGIONAL ATHLETIC GAMES**

1. This has reference to Regional Memorandum No. 0299, s. 2024, "Conduct of Refresher Course for the 2024 Caraga Regional Athletic Games" on April 10-14, 2024 and Regional Memorandum No. 0395, s. 2024, "Conduct of Final Interview and Screening of Athletes, Coaches, Assistant Coaches and Chaperons for the 2024 Caraga Regional Athletic Games" on May 1-4, 2024 in Agusan del Sur.
2. Anent to this, all teaching, teaching-related and non-teaching participants shall be granted with Compensatory Time-Off (CTO) / Service Credits on **April 10, 2024** (holiday in observance of Eid'l Fitr), **April 13-14, 2024** (Saturday and Sunday) and on **May 1, 2024** (holiday, Labor Day). The grant of CTO and Service Credits is in accordance with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2024 Non-Monetary Renumeration for Overtime Services Rendered and DepEd Order No. 53, s. 2023 re: Updated Guidelines on the Grant of Vacation Service Credits to Teachers.
3. To ensure the grant of CTO/ service credits, all participants shall submit the following documents to their respective Human Resource Section:
 - a. Approved Daily Time Record (DTR)
 - b. Certificate of Appearance
 - c. Copy of the Regional Memorandum
4. For your information and dissemination.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

BY AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, JR. Ph.D., CESO IV
Assistant Regional Director

Encs.: NONE



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Reference: RM No. 0299, s. 2024 and RM No. 0395, s. 2024

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

COMPENSATORY TIME-OFF

PERSONNEL

SERVICE CREDITS

ESSD/jcc
05/29/2024



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