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DEC 09 2022

Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIIJA

RECORDS SECTION

MEMORANDUM

TO : Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM : **JESSIE D. FERRER, CESO V**
Schools Division Superintendent

SUBJECT : **ADDENDUM TO DIVISION MEMORANDUM NO. 399, S. 2022
OR ENHANCEMENT TRAINING ON SCHOOL GOVERNANCE AND
OPERATION**

DATE : December 09, 2022

As per CSC and DBM Joint Circular Memorandum no. 352, s. 2004 or *the Non-monetary Remuneration for Overtime Services Rendered* and *DepEd Order no. 53, s. 2003* or *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*, government employees who rendered services beyond their regular working days or during weekends and holidays are entitled to receive **Compensatory Time Off (CTO)** for Non-teaching personnel who rank below third level or Career Executive positions and **Vacation Service Credits** for teaching personnel.

Batch 1 participants of the Enhancement Training on School Governance and Operation which ran from December 7 to 9, 2022 are entitled to receive CTO and Service Credit for rendering service during the commemoration of the Feast of Immaculate Conception which is declared as Special Non-working Holiday every 8th of December of each year as per Republic Act no. 10966.

For information and guidance.

Encl.: As stated
Reference: CSC & DBM JC 352, 2004; DO 53, 2003
To be included in the Perpetual Index
under the following subjects:
TRAINING

DM 2022 ADDENDUM TO DIVISION MEMORANDUM NO. 399, S. 2022 OR THE ENHANCEMENT TRAINING ON SCHOOL GOVERNANCE AND OPERATION
3-4/ETD 09-12-2022



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