



24-22018

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0634

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Chief Education Supervisor (CID)
Education Program Supervisors
Public Schools District Supervisors
All SGOD Personnel

Subject: **CONDUCT OF THE STRENGTHENING SGOD OPERATIONS FOR SUSTAINED EDUCATIONAL EXCELLENCE: A CAPACITY BUILDING ON CONTINUOUS IMPROVEMENT AND INNOVATION FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) PERSONNEL**

Date: December 2, 2024

1. Please be informed of the **CONDUCT OF THE STRENGTHENING SGOD OPERATIONS FOR SUSTAINED EDUCATIONAL EXCELLENCE: A CAPACITY BUILDING ON CONTINUOUS IMPROVEMENT AND INNOVATION FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) PERSONNEL** on December 15-16, 2024, at the venue to be announced later.
2. All the SGOD personnel including the Contract of Service and the Job Order assigned at the SGOD office are directed to attend the said activity.
3. A one-day COC for the services rendered shall be granted. Said privileges are in accordance with Civil Service Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered, which prescribes guidelines on the availment of Compensatory time-off in lieu of overtime pay, pursuant to the adoption of austerity measures in the government.



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4. Travel and other expenses relative to this activity are chargeable against the Division MOOE Funds/INSET subject to the usual accounting and auditing rules and regulations.
5. Please be guided accordingly.

For and in the absence of the Schools Division Superintendent:

~~BASILIO P. MANA-AY JR., CESO VI~~
Assistant Schools Division Superintendent
Officer In charge *(Signature)*

RELEASED

DEC 02 2024

RECORDS SECTION, SDO PANABO CITY
BY *(Signature)*



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providing quality education, MATATAG for all.

