



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
 SGOD-2024-0639

To: **BASILIO P. MANA-AY JR., CESO VI**  
 Assistant Schools Division Superintendent  
**AILENE B. ANONUEVO, PhD**  
 Chief Education Supervisor (SGOD)  
**ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL**  
**HEADS/PRINCIPALS**  
**PUBLIC SCHOOLS DISTRICT SUPERVISORS**  
**ALL CONCERNED**

Subject: **SUSTAINING QUALITY EDUCATION: EMPOWERING EDUCATORS FOR**  
**SUSTAINABLE EDUCATIONAL EXCELLENCE IN WRITING THROUGH**  
**THE MATATAG AGENDA**

Date: December 2, 2024

Please be informed that the conduct of the capability building on Sustaining Quality Education: Empowering Educators for Sustainable Educational Excellence in Writing Through the MATATAG Agenda shall be on December 27-28, 2024. The activity will start at 9:00 o'clock in the morning of day 1. Venue to be announced later.

Final List of Participants shall be identified in a separate memorandum.

Participants shall be granted COC for the non-teaching personnel and 2-days Service credits for the teaching personnel participants, these for the services rendered during holidays, Saturdays, and Sundays. 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.

Travel and other incidental expenses relative to this activity are chargeable against the Division/School MOOE Funds while food and hotel accommodation are



Schools Division of Panabo City  
 City Hall Compound, Panabo City  
 Tel. No. (084) 823-1469  
 Email: panabocity.division@deped.gov.ph







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chargeable against the HRTD Funds subject to the usual accounting and auditing rules and regulations.

For your preferential attention.

*For and in the Absence of the SDS:*

  
**BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer In Charge 

**RELEASED**

**DEC 02 2024**

RECORDS SECTION SDO PANABO CITY  
BY 

Enclosed: As stated.  
SGOD/aba



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**CHAMPION**  
**ONE**  
DepEd Panabo:  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.