



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0498

To : **JAYNARD K. CUÑADO**
ADA VI/Driver

Attention: **RAUL E. GACUS**
Administrative Officer V

Subject: **ADDENDUM TO DIVISION MEMORANDUM SGOD-2025-0480**

Date: September 5, 2025

In addition to DM-SGOD-2025-0480 re: National Teachers' Month Kick-Off Program, you are to utilize the official DepEd service vehicle (VAN) with Plate No. **SND-8520**.

Two (2) days Compensatory Overtime Credit (COC) shall be given for the service rendered during Saturday and Sunday, pursuant to DO 53, S. 2013 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers/non-teaching personnel.

Travel and other incidental expenses relative thereto shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

JINKY B. FIRMAN, CESO VI
Schools Division Superintendent

RELEASED

SEP 10 2025

RECORDS SECTION SGD PANABO CITY
BY