



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Office of the Schools Division Superintendent**

27 February 2023

DIVISION MEMORANDUM  
NO. 105, s. 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 98, s. 2023 RE:  
PROJECT SECURE (SAFE LEARNING ENVIRONMENT COLLABORATED  
TOWARDS UNITED RESILIENT EDUCATION)**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisor, SGOD & CID**  
**Administrative Officer V**  
**Project Development Officer II**  
**All Public Elementary and Secondary School Heads**  
**All School DRRM Coordinators**  
**All Others Concerned**  
This Division

1. Relative to the Proclamation No. 167: **Declaring Friday, 24 February 2023, as a Special (Non-Working) Holiday Throughout the Country**, participants involved in the conduct of Project SECURE shall be entitled of Service Credit for teachers and Compensatory Time-off for Non-teaching personnel.
2. The event and/or activity done during the weekend and/or holidays shall be entitled to service credits in accordance with DepEd Order No. 52, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching staff shall be provided with Compensatory Time-off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
3. Other provisions stated in the previous Memorandum shall remain in effect.
4. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decision and actions shall be based solely on guidelines set with no discrimination on the account of





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age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

5. Immediate and wide dissemination of this Memorandum is enjoined.

  
**VICTOR G. DE GRACIA, JR., PhD, CESO V**  
Assistant Regional Director  
Concurrent Schools Division Superintendent



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

SGOD/DRRM/jee      PROJECT SECURE  
                                 DRRM PROTOCOL  
                                 SAFETY EDUCATION

