



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

Office of the Schools Division Superintendent

13 July 2023

DIVISION MEMORANDUM
No. 308, s. 2023

**ATTENDANCE TO THE CONDUCT OF 2023 NFOT
(SAYAW NG KABATAANG PINOY)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, MAPEH
Chuchie A. Quiring, HT-1, Cogon National High School
Nilo L. Lomongo, HT-III, El Salvador City National High School
Marivic S. Torres, P-I, Molugan National High School
All Others Concerned
This Division

1. In connection with the conduct of 2023 NFOT, this Office directs the above-mentioned school heads to send teachers and students to attend the conduct of 2023 NFOT (Sayaw ng Kabataang Pinoy) on July 17, 2023 (1:00 p.m.), at Atrium, Limketkai Mall, Cagayan de Oro City.
2. Each school should send a minimum of 20 and a maximum of 50 participants.
3. School Heads should secure signed parental consent from the students and ensure that the students will be accompanied by their parents or teachers.
4. The Education Program Supervisor in MAPEH shall facilitate the checking of participants attendance.
5. Participant's travel and other incidental expenses shall be charged to school local funds or PTA, subject to the usual accounting and auditing rules and regulations.
6. Further, this memorandum also serves as **Official Authority to Travel** for all identified participants.
7. The participants shall be entitled to service credits in accordance with DepEd Order No. 52 s. 2003 entitled "Updated Guidelines on the Grant of Vacation Service Credits for Teachers". However, non-teaching personnel shall be given Compensatory Time-Credit (CTC) per Civil Service Commission (CSC) and Department of Budget






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

and Management (DBM) Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered, specific attention on Section 5.

8. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
9. For guidance and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Attch: As Stated
To be indicated in the Perpetual Index
under the following subjects:

STUDENTS
NSPC
NFOT

CID/ jfd

