



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

Office of the Schools  
Division Superintendent

24 July 2023

DIVISION MEMORANDUM  
No. 317 s, 2023

**SCHEDULED WORK ARRANGEMENT FOR SCHOOL BREAK OF OFFICER IN-CHARGE EDUCATION PROGRAM SPECIALIST II (HRD)- MEROGIM P. MUGOT IN THE DIVISION OFFICE**

To: **MEROGIM P. MUGOT**, OIC- Education Program Specialist/Master Teacher I

1. Relative to Office function in the School Governance and Operations Division (SGOD) in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable Human Resource Development (HRD) services, this Office informs the employee on the scheduled work arrangement for school break from wherein the service credit to be granted shall not exceed for 10 days.
2. The employee shall be entitled to service credits in accordance with DepEd Order No. 052 s, 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. However, non-teaching personnel shall be given *Compensatory Time-Off (CTO)* per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 002 s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*, specific attention on Section 005.
3. Further, this Office shall adhere to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. This is for your information, guidance and compliance.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Encl:

As stated

Reference:

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

ASSIGNMENT

HRD

SGOD/HRD/MPM



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