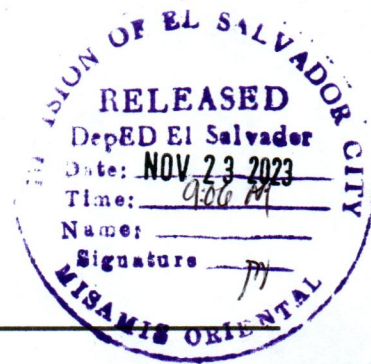




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

22 November 2023

DIVISION MEMORANDUM
NO. 515, s. 2023

**GIRL SCOUT OF THE PHILIPPINES (GSP) DISTRICT FIELD ADVISER/
COORDINATORS MEETING AND CHRISTMAS GATHERING**

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

1. Relative to the scheduled Meeting and Christmas Gathering for District Field Advisers/Coordinators which will be hosted by GSP Misamis Oriental, this Office hereby informs the field to participate on the said event on December 2, 2023, Saturday, 8:30 A.M. at Philtown Hotel, Cagayan de Oro City.
2. This meeting aims to discuss and update activities discuss during the last roundtable meeting under the Girl Scout of the Philippines (GSP) Misamis Oriental Council and other matter related to scouting.
3. Further, expected participants are all Elementary and Secondary GSP Coordinators and Division GSP Coordinator. Please see attached communication letter for more details.
4. Moreover, teaching and non-teaching participants involved in the conduct of this activity 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.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph



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5. This memorandum serves as an **Authority to Travel**.
6. 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 age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. Immediate and wide dissemination of this Memorandum is enjoined.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

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

SGOD/DRRM/jee

GSP MEETING/CHRISTMAS GATHERING
PROGRAMS/ACTIVITIES



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GIRL SCOUTS OF THE PHILIPPINES

Misamis Oriental Council

(Misamis Oriental, Cagayan de Oro City, Gingoog City, El Salvador City, Camiguin)

November 21, 2023

RANDOLPH TORTOLA, Ph.D. CESO V

Schools Division Superintendent

Council Board Member

El Salvador City Division

SIR:

Please be informed that the District Field Advisers/Coordinators Meeting and Christmas Gathering will be held on December 2, 2023, Saturday, 8:30 A.M. at Philtown Hotel Cagayan de Oro City.

In connection hereof, may we request the attendance of all DFA/Coordinators, GSP Division Coordinator in your division to attend the above mentioned gathering. To wit:

AGENDA: Updates during the last DFA/SSC/DIVISION COORDINATORS Roundtable

1. 26th National Council Convention
2. Council Triennial Convention
3. 74th Council Anniversary
Mammoth Rally and Thinking Day Celebration
4. 4th Councilwide Gathering of Girl Leaders
5. DFA/SSC Troop Leader's Team Building
6. Other Matters

ATTIRE – Any semi formal attire with a shade of green

Contribution – P 400.00/person for food

What to bring – Exchanging Gift worth P 150.00

Presentation-will be by group-to be posted in the DFA/SSC group chat


Further, we would like to request for a 1 day service credit for DFA/SSC/ Division Coordinators attending this meeting as per DO 53.S. 2023 updated guideines on grant of vacation service credits to teacher.

Anticipating with thanks that once again this request merits your warm favorable support and approval.

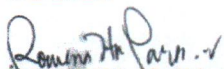
Please confirm your attendance for the preparation of our food and materials @ Cp no. 09975084740/09978592218 or to our group chat.

Thank you.

Very truly yours,


LYRA P. VAGUCHAY
Council Executive

NOTED:


ROWENA H. PA-ON
Council President