



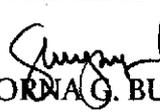
DEPARTMENT OF EDUCATION

DepED
DEPARTMENT OF EDUCATION
Region I

Schools Division Office
Dagupan City



TO : Tournament Managers
Coaches
Officiating Officials
Other concerned employees

FROM :  DR. LORNA G. BUGAYONG
Schools Division Superintendent

SUBJECT : Grant of Service Credit and Compensatory Time-Off (CTO)
For Dagupan City Athletic Association (DCAA) Meet

Date : October 17, 2017

RELEASE
DEFED
NOV 27 2017
BY: 

Due to Memorandum Circular No. 28 & No. 29 RE: Nationwide Transport Strike issued by the office of the President, All teachers who served as Tournament Managers, Coaches, & Officiating Officials, during the conduct of the Dagupan City Athletic Association Meet held last October 16 and 17 shall be entitled to service credit as per DepEd Memo 53, s. 2003. On the other hand, non-teaching personnel who are task to monitor the conduct of the said activity shall be entitled of Compensatory Timed-off (CTO) as per Civil Service Commission & Department of Budget and Management Joint Circular No. 2, s. 2004, on Non-Monetary Remuneration for overtime Service Rendered.

It is advice that Tournament Managers shall submit the attendance sheets to verify the presence of the personnel involve in the activity during those days for the grant of the said benefit. While non-teaching personnel shall submit their respective daily time record for the grant of CTO.

For information, guidance and compliance.