



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM


No. 591, s. 2017

To : **Analiza C. Almazan**
Education Program Supervisor
Division EPS In-Charge of Project EAGLE

Mary Glor D. Tabanao
Education Program Supervisor
Division EPS In-Charge of Kindergarten

Jessica G. Lucero
School Principal - II
Digos City Central Elementary School

Inda D. Nacua
School Principal – I
Binaton Elementary School

From : 
WINNIE E. BATOON, Ed. D.
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **Conduct of Two-Day Orientation of Division EPS In-Charge of Project EAGLE and School Heads and Teachers of the Project EAGLE Pilot School Implementers**

Date : **August 30, 2017**

1. Pursuant to Unnumbered Regional Memorandum, re “Conduct of Two-Day Orientation of Division EPS In-Charge of Project EAGLE and School Heads and Teachers of the Project EAGLE Pilot School Implementers”, the following are hereby directed to attend the said orientation with the specific dates:

Date	Participants	Position	Schools
Sept. 1, 2017	Jessica G. Lucero	School Principal	Digos City CES
	Donnaly Damo	T-1/Kindergarten Teacher	Digos City CES
	Ma. Lourdes C. Ubungen	T-1/Grade One Teacher	Digos City CES
	Inda D. Nacua	School Principal	Binaton ES
	Monika Mijares	T-1/Kindergarten Teacher	Binaton ES
	Lecille P. Reusora	T-1/Grade One Teacher	Binaton ES
Sept. 2, 2017	Analiza C. Almazan	EPS In-Charge of Project EAGLE	Division Office
	Mary Glor D. Tabanao	EPS In-Charge of Kindergarten	Division Office
	Jessica G. Lucero	School Principal	Digos City CES
	Inda D. Nacua	School Principal	Binaton ES

2. The venue of the said orientation will be at RELC-NEAP, Quirino Avenue, Davao City.
3. Travelling expenses of all the participants shall be charged against their local funds, while meals and snacks shall be charged against the regional funds, subject to the usual accounting and auditing rules and regulations.
4. Teacher-participants and non-teaching personnel are entitled to service credits and compensatory time-off (CTO), respectively, for services rendered during holidays, Saturdays and Sundays. Said privileges are in accordance with DepEd Order No. 53, s. 2003 on Updated Guidelines on Grant of Vacation Service Credits to Teachers and Civil Service Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
5. For your information and compliance.

DepEd Schools Division of Digos

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