



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

September 27, 2023

DIVISION MEMORANDUM

No. 564 s. 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 557 S. 2023 TITLED BSP TACLOBAN CITY
 ASSOCIATE COUNCIL TREE PLANTING**

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 SGOD AND CID CHIEF
 PUBLIC SCHOOLS DISTRICT SUPERVISOR
 SCHOOL HEADS
 INSTITUTIONAL HEADS
 ALL OTHERS CONCERNED**

1. In reference to DepEd Division Memorandum No. 557, s. 2023 and Council Memorandum no. 26, s. 2023 of The Boy Scout of the Philippines Tacloban City Associate Council of the conduct of **Tree Planting Activity on September 30, 2023 (Saturday), 5:00-8:00 am at Brgy. 91, Abucay, Tacloban City**, since the activity will be conducted on Saturday SDO officers and employees teaching and non-teaching who will participate in this activity are entitled to a non-monetary remuneration for overtime services rendered in the form of Compensatory Overtime Credit (COC) as per CSC-DBM Joint Circular No. 2, s. 2004, provided the following are duly accomplished: Certification of Appearance, Daily Time Record signed by the direct head of the Unit; ACR with pictures.
2. All others provision stipulated in the above stated memorandum shall remain in effect.
3. For more details and queries please contact the BSP Tacloban City Associate Council Office thru cellphone number: 09171499239.
4. Immediate dissemination of this Memorandum is highly desired.

JUDELLA RUIZ-LUMPAS EdD, CESO/VI
 Schools Division Superintendent

Enclosures: As stated
 References: As stated
 To be indicated in the Perpetual Index under the following subjects:
 BOY SCOUT TREE PLANING



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