



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

June 18, 2024

**DIVISION MEMORANDUM**

No. 429 s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 412 S. 2024 TITLED YOUTH LEADERSHIP  
 EXCELLENCE AWARD (YLEA) SUMMIT**

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 SGOD AND CID CHIEF  
 ELEMENTARY AND SECONDARY SCHOOL HEADS  
 ALL OTHERS CONCERNED**

1. In relation to Division Memorandum No. 412 s. 2024 dated June 11, 2023 entitled **Youth Leadership Excellence Award (YLEA) Summit on June 15, 2024 Saturday at Gaisano Capital Real St., Tacloban City** hosted by Junior Chamber International Tacloban Inc. in coordination with DepEd Tacloban Division, since the activity is conducted on Saturday, officials and employees representing Schools Division Office, during the Conduct of the aforementioned 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:
  - a. Certification of Appearance
  - b. Daily Time Record signed by the direct head of the Unit;
  - c. ACR with pictures
2. All other provisions stipulated in the above stated memorandum shall remain in effect.
3. Immediate dissemination of this Memorandum and compliance thereto are highly desired.

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**  
 Schools Division Superintendent

Enclosures:  
 References: DepEd Division Memo no. 412, s. 2024  
 To be indicated in the Perpetual Index under the following subjects:  
 EXCELLENCE LEADERSHIP

