



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

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| Selected School Heads Class Managers Documenters for Grades 5 & 8 | 1:00 PM, July 2, 2025 | |
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2. This activity aims to assess the readiness of resource speakers, ensure the quality and alignment of presentations with program objectives, and establish a shared understanding among the Technical Working Group regarding roles, procedures, and implementation protocols for the smooth conduct of the training.

3. All persons involved in the preparation of the venue and training materials that falls on Saturdays and Sundays shall be entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025, or Compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime services Rendered," whichever is applicable

4. Wide dissemination and compliance of this Memorandum are highly expected.

SHERITA A. PALMA EdD, CESO VI
Schools Division Superintendent

