

RELEASED

BY: *[Signature]* No: 591
DATE: NOV 12 2024 TIME: 8:20



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

November 12, 2024

DIVISION MEMORANDUM

SGOD- No. 591 s. 2024

DIVISION ORIENTATION ON CAREER GUIDANCE PROGRAM

To : Chief Education Supervisors
CID and SGOD Personnel
Secondary School Heads
All Other Concerned

1. Please be informed the Division Orientation on Career Guidance Program will be on November 16, 2024, Saturday, at Queen Maricel Inn, San Isidro, Virac, Catanduanes.
2. Participants in this event are one (1) Career Guidance Coordinator per school and are entitled to a one-day vacation service credit, in congruence to the provision set in DepEd Order 53, s. 2023, re: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, the non-teaching personnel are entitled to receive a Compensatory Overtime Credit (COC) for the accrued number of hours rendered on the same date, as provided in CSC and DBM Joint Circular No.2, s. 2004, re: Non-Monetary Remuneration for Overtime Service Rendered.
3. Permission from Respective School Heads must be sought for Proper Coordination. A travel authority must be prepared. Travel and other incidental expenses of the career guidance coordinator shall be charged to the school MOOE funds, subject to existing budgeting, accounting, and auditing rules and regulations.
4. For information and guidance of all concerned.

By Authority of the OIC-Schools Division Superintendent:

[Signature]
EVA S. TOLENTINO
Administrative Officer

Officer-In-Charge
Office of the Schools Division Superintendent