



Division Memorandum  
 October 2, 2014

To : Mrs. Kathleen Omoso, Sibulan National HS  
 Mrs. Jezreela Kinkito, Siaton National HS  
 Mr. Gregorio Alvarez, Jr., Demetrio L. Alviola NHS  
 Mr. Jofel Pialago, Siaton Science HS  
 Mr. Marlowe Artiaga, Tampi National HS  
 Mrs. Florevil Sheba D. Salimbatat, Division Nurse  
 Mrs. Julie A. Sibul, Division Nurse  
 Mrs. Estela S. Velasco, Division Nurse  
 Mrs. Alicia Sagolili, Division Cashier

REC'D  
 NO. 2014.759  
 DATE: 02 OCT 2014  
 BY: [Signature]  
 REGION VII

Through : The Respective School Heads  
 Dr. Sylvia Barrera

Subject : REQUEST TO RENDER SERVICES DURING THE DTOT/DIVISION TRAINING OF SCHOOL HEADS

=====

You are hereby requested to render services as:

Name	Role	Schedule of Duty	Venue
Mrs. Kathleen Omoso	Trng Support Staff	October 6-8, 2014 (DTOT)	Hotel Essencia, Dgte City
	Trng Support Staff	October 13-15, 2014 (Div Training of School Heads)	Ecotech Center, Cebu
Mrs. Jezreela Kinkito	Trng Support Staff	October 6-8, 2014 (DTOT)	Hotel Essencia, Dgte City
	Trng Support Staff	October 13-15, 2014 (Div Training of School Heads)	Ecotech Center, Cebu
Mr. Gregorio Alvarez, Jr.	ICT Support Staff	October 13-15, 2014	Ecotech Center, Cebu
Mr. Jofel Pialago	ICT Support Staff	October 13-15, 2014	Ecotech Center, Cebu
Mr. Marlowe Artiaga	ICT Support Staff	October 13-15, 2014	Ecotech Center, Cebu
Mrs. Florevil Sheba D. Salimbatat	Medical Support Staff	October 13-15, 2014	Ecotech Center, Cebu
Mrs. Julie A. Sibul	Medical Support Staff	October 13-15, 2014	Ecotech Center, Cebu
Mrs. Estela S. Velasco	Medical Support Staff	October 13-15, 2014	Ecotech Center, Cebu
Mrs. Alicia Sagolili	Division Cashier	October 13-15, 2014	Ecotech Center, Cebu

Board & lodging including travel and other incidental expenses incurred in performing the tasks assigned shall be chargeable against Division T & D funds all subject to the usual accounting and auditing rules and processes.

The three (3) ICT staff shall be entitled to one (1) day service credit and two (2) days non-monetary Compensatory Time Off (CTO) for the Guidance Counselors. The Medical Support Staff including the Division Cashier shall be entitled to one (1) day non-monetary Compensatory Time Off (CTO).

First meal of the Cebu Training is pm snacks of October 12, 2014 and last meal is dinner of October 15, 2014.

For cooperation.

  
**SALUSTIANO T. JIMENEZ, LI. B., CESO VI**  
*Schools Division Superintendent*