



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



DIVISION MEMORANDUM
No. 334 s. 2024

18 April 2024

ATTENDANCE TO THE MEDICAL DENTAL SERVICES AND GROUND BREAKING OF
TWO STOREY BUILDING

TO: ROSALIO R. VITORILLO – CHIEF- SGOD
ROMEO B. ACLO- ASST CHIEF- SGOD
BALDOMERO MARK B. MESO – MEDICAL OFFICER
JAMCEL A. CHACON- DENTIST II
PAULINE C. ANGARA- DENTIST II
AMOR C. FAJARDO- NURSE II
HERLIE B. ONTOY- NURSE II
LUZVILLA A. ESPINOSA- DENTAL AIDE I
This Division

1. In line with the school's commitment to the well-being of our staff and the continuous improvement of our facilities, a Medical and Dental services outreach program will be conducted on April 20, 2024, at Pigsag-an National High School.
2. This event aimed to provide essential healthcare services to our employees and learners ensuring their physical well-being and promoting a healthy work environment.
3. Additionally, on the same day, a groundbreaking ceremony will be held to mark the beginning of the construction of "Two- Storey Building". This mark a significant milestone in the development of our school infrastructure and reflects our commitment to providing a conducive learning environment for our learners.
4. Non-Teaching personnel who will go on duty during the National Public Holidays, and weekends shall be granted with non-monetary remuneration for overtime services render, in lieu of overtime pay through **compensatory time off (CTO)** after complying with all the requirements in accordance with CSC – DBM Joint Circular No. 2, series of 2004.



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5. Compliance to this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated

Ref: As stated

To be indicated in the Perpetual Index
under the following Subjects:

HEALTH EDUCATION PROGRAMS



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