

Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

07 AUG 2025

DIVISION MEMORANDUM
No. 653 s. 2025

**HEALTH PERSONNEL ON DUTY DURING THE CONDUCT OF FUNRUN AT
KAMAKAWAN ELEMENTARY SCHOOL**

To: Cristina R. Capistrano, RN Nurse II
This Division

1. You are hereby directed to serve as medical health responder on duty during the conduct of FUNRUN on August 9, 2025, to be held at Kamakawan Elementary School.

Attached is the request letter of Kamakawan Elementary School.

2. Division Health personnel on duty during weekends will be granted with non monetary remuneration for overtime services rendered in lieu of overtime pay through Compensatory Time-Off (CTO) which shall be claimed in accordance with CSC/DBM Joint Circular No. 2, series of 2004.

3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of the disability, sexual orientation, gender, age, religion, and ethnicity.

4. For strict compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
under the following Subjects:

CRC/DM-Health Personnel on Duty During FUNRUN
August 07, 2025



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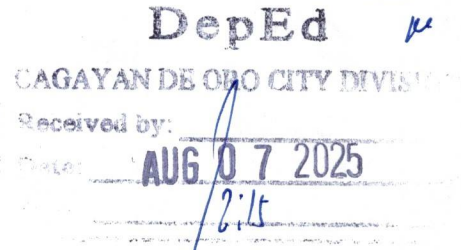
Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY
South District
KAMAKAWAN ELEMENTARY SCHOOL
RELOCATION KAMAKAWAN, INDAHAG, CAGAYAN DE ORO CITY

August 7, 2025

To: ROY ANGELO E. GAZO
Division Superintendent
Division of Cagayan de Oro City

Thru: Dr. MARK BALDOMERO MESO III
Medical Officer III
Division of Cagayan de Oro City



Subject: Request for Standby Nurse during Funrun on August 9, 2025 at Kamakawan Elementary School.

Dear Dr. Gazo,

Greetings!

We are pleased to inform you that Kamakawan Elementary School will be conducting a Fun Run Activity on August 9, 2025, as part of our Intramurals 2025 celebration. In connection with this, we respectfully request for the assistance and presence of our School Nurse, Cristina R. Capistrano during the said event.

The medical support is essential in ensuring the health and safety of all participants, especially in providing first aid and responding to any emergencies that may arise during the activity. The School Nurse will be stationed at the designated First Aid Area throughout the event.

Furthermore, we would like to inform that since it is on a Saturday, August 9, 2025, she shall be granted Compensatory Time-Off (CTO) pursuant to the provisions of the Civil Service Commission and Department of Education rules on the grant of CTO.

We hope for your kind approval of this request. Your support in promoting a safe and healthy school activity is deeply appreciated.

Sincerely,


MA. CENSUSA R. ABUEL
Principal I



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