



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**15 Feb 2023**

DIVISION MEMORANDUM  
CID No. **019**, s. 2023

MEETING OF ALL SENIOR HIGH SCHOOL COORDINATORS, EPP/TLE  
(ELEMENTARY), TLE (SECONDARY) AND SHS TVL DISTRICT  
COORDINATORS

To: Public Schools District Supervisors/Principals In-Charge  
Public Senior and Junior High Schoolheads  
Public Senior High School Coordinators (SHSs) and SHS-TVL Coordinators  
Public Elementary and Secondary EPP and TLE District Coordinators  
All Others Concerned

1. In preparation for the conduct of the Division Skills Expo and Career Orientation and Technolympics Competition, the following are invited to attend the meeting on **February 18, 2023** from 8:00 a.m. to 4:00 p.m. at the **Division Office Conference Hall**.

- a. All Public Senior High School Coordinators; and
- b. Public elementary and secondary EPP, TLE and SHS TVL District Coordinators

2. Furthermore, there will be an election of officers of the three (3) levels.

3. For the services rendered on Saturday and Sunday, personnel concerned shall be entitled to Compensatory Time-off (CTO) in accordance with CSC and DBM Joint Circular No. 2, series of 2004 on **Non-monetary Remuneration for Overtime Services Rendered**, and DO No. 53, s. 2003 on **Updated Guidelines on Grant of Vacation Service Credits to Teachers**.

4. Food, transportation, and other incidental expenses of the participants shall be charged to school MOOE subject to the usual accounting and auditing rules and.

5. For any inquiry regarding the conduct of the activity, you may contact **Dr. Mila A. De Leon** at cellphone number 0917 206 0271.

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020*



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
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6. Immediate dissemination of this memorandum is directed.

**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

LEARNING AREA, TECHNOLOGY AND LIVELIHOOD EDUCATION  
MEETINGS

MADL/DM- meeting of all senior high school coordinators, epp/tle (elementary),  
tle (secondary) and shs tvl district coordinators  
0000/February 15, 2023

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