



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**25 Sept 2023**

DIVISION MEMORANDUM  
CID No. **115**, s. 2023

**EMERGENCY MEETING OF FACILITATORS IN PREPARATION FOR THE  
LAUNCHING OF ART CARAVAN 2023**

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teachers  
All Others Concerned

1. In reference to Division Memorandum CID No. 103, s. 2023, the Schools Division of South Cotabato through the Curriculum Implementation Division (CID) shall conduct an emergency meeting of all facilitators in preparation for the launching of Art Caravan on September 30, 2023.
2. The activity aims to prepare necessary documents for the conduct of the said activity.
3. Anent this, the identified facilitators are directed to report at the division office on September 27, 2023, from 8:00 a.m. onwards.

	Name	School
1	Melody C. Paba	Lapuz NHS
2	Janice H. Lechugas	Norala CES
3	Kristine Sumatra	New Lambunao IS
4	Geffrey Anthony Potenciano	Datal Bob ES
5	Junnel Badi	Norala CES
6	Charito P. Duhino	CID

4. Food, transportation, and other incidental expenses are chargeable against School MOOE subject to the usual accounting and auditing rules and procedures.
5. For services rendered on summer days, Saturdays, Sundays, and holidays personnel concerned are entitled to Compensatory Time Off (CTO) or Service Credits in accordance with Civil Service and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credit to Teachers.

SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





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7. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Enclosure: None

Reference: DM CID No. 103 s, 2023

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

MAPEH

ART

CPD/DM- emergency meeting of facilitators in preparation for the launching of art caravan 2023

0000/September 25, 2023

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



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