



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office of Mountain Province
Bontoc, Mountain Province



Division Memorandum *280*, s. 2019

To: CID Chief
OIC-CES, SGOD
PSDSs
School Heads
Teaching and Non-Teaching Personnel
All Others Concern

From: ~~SALLY B. ULLALIM, CESO V~~
Schools Division Superintendent

Subject: **Addendum to Div. Memo no. 250, 2019 (Schedule of District Convergence)**

Date: **September 12, 2019**

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1. One (1) day service credit for teachers or one (1) day Compensatory Day-Off (CDO) for school heads and non-teaching personnel shall be granted to participants of the District Convergence scheduled during holidays and Saturdays.
 2. SDO Personnel who will serve as speakers, secretariats, documenters and ICT assistants shall be credited one (1) day Compensatory Day-Off (CDO) for every district convergence that they will attend.
 3. A copy of Daily Time Record (DTR) shall be submitted signed and filled-out by the participants. Participants without Daily Time Record (DTR) shall not be granted service credit or compensatory day-off (CDO).
 4. The conditions stipulated in the DepEd Order # 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers as amended by DepEd Order No. 84, s. 2003 and localized by the Division Office) shall be strictly observed in granting service credits or compensatory day-off (CDO).
 5. Registration fees and travel expense shall be charged against local funds.
 6. Immediate and widest dissemination of this memorandum is enjoined.