



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

April 8, 2024

**TO: OIC-Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisor Concerned
School Head Concerned
All Others Concerned**

Attention:

Marissa A. Jizmundo	Division Office
Ann Rayshelle L. Nadua	Division Office
Feby D. Moleta	Division Office
Rhodora T. De Guzman	District of Numancia
Charissa Z. Sajise	District of Banga
Keneth G. Iglesias	District of Banga
Anthea Chrizyll S. Tonel	Division Office
Helen G. Fabillano	Division Office
Leo Jan M. Fulgencio	Division Office
Camilo N. Garces	Division Office
Denny Montaño	Division Office

Sir/Madam:

The Finance Division – Regional Office VI will be conducting a 1st Quarter Coordination Meeting cum Workshop with Division Accountants and Budget Officer for CY 2024 on April 10 – 12, 2024 at Boracay Tropics Resort Hotel.

We would like to request the services of the above-named personnel for the entire duration of the activity as support staff and/as participant.

Travel expenses relative to this activity shall be charged against local funds subject to budgeting, accounting and auditing rules and regulations.

Participants in this activity shall be granted Compensatory Time Off (CTO) for their services rendered during the weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) joint Circular No. 2, s. 2024 on “Non-Monetary Remuneration for Overtime Service Rendered”

Thank you very much.


FELICIANO C. BUENAFE JR. CESO VI.
Schools Division Superintendent

DIVISION LETTER
No. 017, s. 2024



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