



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

June 24, 2024

**TO: Chief Education Supervisors
Public Schools District Supervisor Concerned
School Head Concerned
All Others Concerned**

Sir/Madam:

The Office of the Undersecretary for Finance (OUF) and the Employee Account Management Division (EAMD) will be having their Calendar Year (2024) Midyear Review and Planning Workshop on June 26 – 29, 2024 at Pinnacle Resort and Villas, Boracay, Aklan.

We would like to request the services of the personnel listed below that will serve as a host/technical working group/transportation committee for the said event.

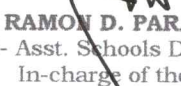
NAME	DESIGNATION	OFFICE
JESSIE S. FLORES	PSDS	District of Malay
ANN RAYSHELLE L. NADUA	Administrative Officer V (Budget)	Division Office
JESMAR P. BONIFACIO	Nurse II	Division Office
LYNEL JAN C. BONIFACIO	Administrative Officer II	District of Numancia
RICHARD RELATIVO	Administrative Officer II	District of Malay
FLORENCIO MONTAÑO	Driver	Division Office
VAL CASIMERO	Head Teacher I	Manocmanoc NHS
KAREN ANNE P. IQUINA	Administrative Officer II	Malay ES
APRILEAMJOMARESS C. SULAT	Administrative Officer II	Nabaoy ES
RUBY N. BARRIENTOS	Administrative Assistant II	Malay District Office
REGGIELYN S. MARTINEZ	Administrative Assistant II	Manocmanoc NHS
MARIA VERONICA P. MARTINEZ	Administrative Assistant II	Lamberto H. Tirol NHS

The participants are entitled to Service Credits where they apply in accordance with DepEd Order No. 53, s. 2003 titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers". On the other hand, non-teaching personnel shall be provided with Compensatory Overtime Credit (COC) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2004 titled "Non-monetary Remuneration for Overtime Service Rendered".

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

Thank you very much.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


RAMON D. PARAS JR. EdD.
OIC- Asst. Schools Division Superintendent
In-charge of the Division

DIVISION LETTER
No. **030** s. 2024



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: <http://www.depedaklan.online>
Email Address: aklan.1958@deped.gov.ph