



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

March 29, 2025

To: Public Schools District Supervisors/
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary/Integrated/Secondary Schools
All Others Concerned

Sirs/Mesdames:

Greetings!

This is to inform the field that there will be a meeting of winning Coaches, Chaperons to 2025 Palarong Pambansa and Division Sports Core Group on April 1, 2025, Tuesday, 9:00 AM at ASJ Hall, Old Division Office, Población, Kalibo, Aklan.

The participants are entitled to Service Credits for their services rendered but not to exceed 15 days per year 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 Time Off (CTO) for their services rendered during weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.

Travel, incidental, and other related expenses of the participants shall be charged to available local funds subject to usual government accounting and auditing rules and regulations.

For your information and appropriate action.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

RAMON D. PARAS Jr., EdD

OIC, Office of the Assist. Schools Division Superintendent
In-Charge of the Division *du*

DIVISION LETTER

No. **033**, s. 2025

CIU



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