



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**Office of the Schools Division Superintendent**

INTER-OFFICE MEMORANDUM

IM-2022- 20

To : **OIC-ASDS/CID CHIEF**  
**DIVISION EDUCATION PROGRAM SUPERVISORS**  
**DIVISION COORDINATORS**  
**LRMDS MANAGER**  
**EDUCATION PROGRAM SPECIALISTS**

From : *Senen Paulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
*3/4/2022*

Subject: **SATURDAY CLASS MONITORING**

Date : March 4, 2022

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1. Please be informed that the schools are already conducting Saturday classes.
  2. For those who will conduct monitoring, you are requested to make your Travel Order according to the date and schools to be monitored.
  3. You are entitled to a compensatory time-off (CTO) for the conducted activity.
  4. Travel and incidental expenses incurred during the said activities shall be charged to Division MOOE, subject to the usual accounting and auditing rules and regulations.
  5. For your information and guidance.

*4 MAR 2022*

SPP/JMA-MKP-NLR/CID-NR/rad



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