



DEPARTMENT OF EDUCATION
DIVISION OF CEBU PROVINCE
SUDLON, LAHUG, CEBU CITY



September 19, 2019


DIVISION MEMORANDUM

No. 567, s. 2019

**GRANTING OF COMPENSATORY TIME OFF (CTO)/SERVICE CREDITS DURING THE DISTRICT
ROLL-OUT OF ENHANCED SCHOOL IMPROVEMENT PLAN (ESIP)**

TO : Assistant School Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads/Administrators of Public Elem. & Sec. Schools

1. This has reference to the on-going conduct of Simultaneous District Roll-out of Enhanced School Improvement Plan (ESIP). The said activity shall culminate on Saturday, September 21, 2019.
2. In this connection, all division personnel, Public Schools District Supervisors and School Heads who will render services on Saturday, September 21, 2019 shall be granted with one (1) day Compensatory Time Off (CTO) while Master Teachers/Teachers shall enjoy one (1) day Service Credit, pursuant to DepED issuances.
3. For proper guidance, information, and strict compliance.
4. Immediate and wide dissemination of, and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D.
Schools Division Superintendent