



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



August 19, 2024

Division Memorandum

No. 446, s. 2024

**AUTHORITY TO CLAIM COMPENSATORY TIME-OFF (CTO) FOR CONTINGENCY  
PLANNING WORKSHOP PARTICIPANTS**

TO: Division Office Personnel  
Public Schools District Supervisor  
Elementary and Secondary School Heads and Principals  
All others concerned

1. In reference to Division Memorandum No. 241, s. 2024, titled "*Enhancement and/ or Development of Contingency Plans in the DepEd Field Offices and Schools*," a series of workshops has been organized and conducted for designated participants from the schools.
2. In this connection, participants who have rendered services during these workshops on Saturdays, Sundays, and holidays are hereby authorized to claim Compensatory Time-Off (CTO) in accordance with the guidelines set forth in the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004, titled "*Non-Monetary Remuneration for Overtime Services Rendered*."
3. Participants shall submit the following documents to the personnel office for the approval of CTO:
  - a. Certificate of COC Earned
  - b. Duly signed DTR
  - c. Certificate of Appearance
  - d. Memorandum reflecting the schedule of activities and proof as identified participant of the activity.
4. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
5. Widest dissemination and strict compliance of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO V.**  
Schools Division Superintendent

Enclosure/s:

To be indicated in the Perpetual Index  
under the following subjects: DRRM Modules

DRRM/EKBSL/DM-0030-2024/CTO ConPlan/08192024



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