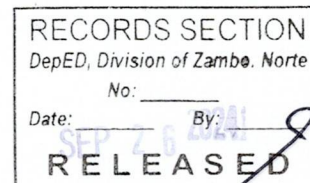




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 25, 2024

Division Memorandum

No. 318, s. 2024

AUTHORITY TO RENDER SERVICES ON SEPTEMBER 28-29, 2024

To: Chairpersons of Working Groups
All Personnel Concerned
This Division

1. In connection with Division Memorandum No. 493, s. 2024 titled *Creation of Working Groups for the Schools Division Hosting of the 2024 Zamboanga Peninsula National Teachers' Day Celebration*, this office hereby authorizes the rendering of services of key officials and staff on September 28-29, 2024, who shall be directly involved in the following activities:

- a. setting up of the stage, lights and sounds, decoration and physical arrangement
- b. technical rehearsal, dry run, production numbers and program
- c. and other activities which may be deemed necessary by the program director Mr. Jessie E. Elacan

2. Chairpersons or focal persons of concerned working groups shall provide the names of personnel who shall be involved in the aforementioned activities to Mr. Elacan for monitoring purposes.

3. All concerned personnel shall be entitled to earn service credits or compensatory time-off arising from their active involvement in the activities during this period.

4. Expenses that will be incurred by all personnel concerned shall be charged against respective local funds/school MOOE subject to the usual government accounting and auditing rules and regulations.

5. For information and widest dissemination.

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

SGOD-SMN/Jessie/Authority to Render Services 2024 ZPNTD/DM11
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