



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
Dagupan City



DIVISION MEMORANDUM NO. 400, s. 2019

RELEASE
DEFED
DATE: 12-04-19
BY: [Signature]
M 6804

To: **Assistant Schools Division Superintendent
Chiefs of the CID and SGOD
Education Program Supervisors
Public Schools District Supervisor
Public School Heads
All Others Concerned**

From: *J* **DR. LOURDES D. SERVITO**
Officer-in-charge
Office of the Schools Division Superintendent

Subject: **ADDENDUM TO DIVISION MEMORANDUM NO. 396, s. 2019**

Date: **DECEMBER 3, 2019**

1. In relation to the Two-Day Division Roll-Out Teacher Adviser Training Program 2019 on Decemeber 7-8, 2019 as contained in Division Memorandum No. 396, s. 2019 at Star Monica Resort Hotel, the teacher-advisers are eligible for the grant of service credit pursuant to DepEd Order No. 53, s. 2003.
2. Non-Teaching personnel shall be provided with Compensatory Time-Off (CTO) as of Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 entitled Non-Monetary Renumeration for Overtime Service Rendered.
3. For immediate dissemination.