




MEMORANDUM

To : **ALL DepED RO2 Employees**
This Office

From : 
ESTELA L. CARIÑO, Ed.D., CESO IV
Director IV/Regional Director

Date : December 13, 2019

Subject : **REPORT TO OFFICE ON DECEMBER 18, 2019**
Re: Celebrating Gains Celebration

In recognition to the concerted efforts and sacrifices of all the employees in the Regional Office leading to the successful passing of our ISO Surveillance Audit, the Office shall be Celebrating the gains of our ISO Certification/Recognition on the 18th of this month 2019 at the NEAPR.

In this regard, all employees with Salary Grade of 15 and above are required to report to the Office and attend the Celebration while the rest of the employees may report and attend at their **option**.

Since the said date, has been declared, under Proclamation No. 867, as special non-working day in the City of Tuguegarao, a corresponding **Compensatory Overtime Credit (COC)** shall be credited to all Permanent Employees while the Job Orders who may opt to report shall be paid their corresponding **wages** for the day.

The attendance shall be documented using the biometrics.

For your information, reference, and compliance.

