



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 13, 2021

**DIVISION MEMORANDUM**


No. 18 , s. 2021

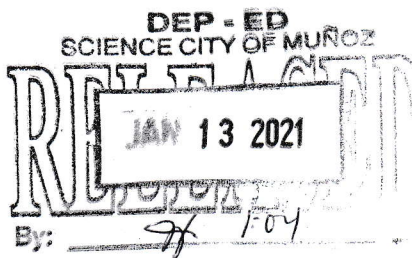
**APPROVAL FOR COMPENSATORY OVERTIME CREDITS/COMPENSATORY  
TIME-OFF LEAVE OF ABSENCE**

To: Chief Education Supervisors  
Education Program Supervisors  
Public School Heads  
Schools and Division Non-Teaching Personnel  
All Other Concerned

In Accordance with CSC and DBM Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered, all application for leave of absence to be offset with Compensatory Overtime Credits (COC)/Compensatory Time-Off (CTO) shall be approved by the Schools Division Superintendent.

For information and wide dissemination.

  
**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Schools Division Superintendent



ADAS/HRMO



*Loyal, Excellent, Accountable and Dedicated to Service*

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