



Republic of the Philippines
Department of Education
 REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

November 4, 2024

DIVISION MEMORANDUM

No. 597, s. 2024

**PARTICIPATION TO THE CHIEF GIRL SCOUT MEDAL
 PRESENTATION CEREMONY OF THE GSP
 CALBAYOG CITY COUNCIL**

TO : Assistant Schools Division Superintendent
 Chief Education Supervisor (CID & SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads of San Joaquin NHS and San Policarpo NHS
 GSP Troop Leaders of San Joaquin NHS and San Policarpo NHS
 All Others Concerned

1. Per letter received from the Girl Scouts of the Philippines Calbayog City Council, this Office through the School Governance and Operations Division (SGOD) hereby informs and directs the concerned secondary schools on the attendance of the following **six (6) Senior and Cadet Girl Scouts for 2023-2024 together with their Troop Leaders** to the **Chief Girl Scout Medal Presentation Ceremony** scheduled by the GSP National Headquarters (NHS) on **November 19, 2024** at the **Plenary Hall of the Philippines International Convention Center (PICC), CCP Complex, Pasay City**:

Name of Senior & Cadet Girl Scout	Troop No.	Area of Work	Troop Leader	School
a. Floralde, Ma. Flor R.	Sr. 5	Ecology	Belinda S. Prudente	San Policarpo NHS
b. Fresto, Jhojhe Mae F.	Sr. 67	Ecology	April Joy A. Bedio	San Policarpo NHS
c. Montemayor, Nicole R.	Sr. 66	Ecology	Abbygail E. Escarpe	San Policarpo NHS
d. Monteron, Jezza Marie S.	Sr. 120	Cultural Heritage	Remirose Doann G. Yu	San Policarpo NHS
e. Salor, Sharina Gene S.	Cdt. 121	Ecology	Priscilla L. Garcio	San Joaquin NHS
f. Tobe, Thea Janine D.	Sr. 117	Ecology	Mary Cris S. Pueblos	San Policarpo NHS

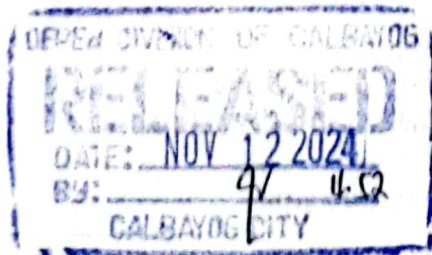
2. The activity aims to give due recognition to the abovementioned senior and cadet girl scouts and their respective troop leaders in the noteworthy implementation of their Community Development Projects for SY 2023-2024 which greatly contributed to the performance of their respective schools and the division in general.




3. In this regard, concerned school heads of the aforesaid schools are hereby directed to excuse the listed student participants from their respective classes on November 17-20, 2024. However, they should be provided with activities via alternative delivery mode (ADM) that they need to accomplish and submit upon their return.
4. Further, teacher participants (Troop Leaders) shall be in their Official Travel/Business on the same dates (except November 17, 2024 which is Sunday) mentioned in Item No. 3. However, the concerned shall submit "Subject Displacement Form" to their respective school heads to ensure that no classes will be left behind during their absence.
5. Travelling expenses incurred by the participants shall be charged to the GSP Calbayog City Council Fund. However, per diem (daily allowance) shall be charged against School MOOE or any other available local funds subject to the usual accounting and auditing rules and regulations.
6. One (1) day of this activity fall on a weekend, thus, all teacher participants are entitled to Service Credit or Compensatory Time-Off (CTO) equivalent to eight (8) hours of service per day consistent with the rulings under DepEd Order No. 67, s. 1988 and CSC Memorandum Circular No. 09, s. 1988.
7. The concerned schools shall prepare separate **Travel Authority** for students (Official Time) and teachers (Official Business) before their scheduled travel.
8. For strict compliance, information, and guidance of all concerned.

MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC-Schools Division Superintendent

For the Schools Division Superintendent:




AVELINA P. TUPA EdD
OIC-Chief ES, SGOD
Office In-Charge
S.O # 122 S. 2024

Enclosure: *None*

To be indicated in the *Perpetual Index Under* the following subjects:

SGOD

SCOUTING

GSP