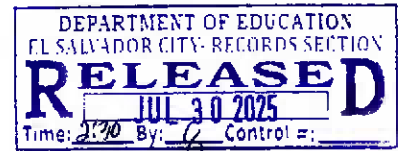




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



July 30, 2025

DIVISION MEMORANDUM
No. 250 s. 2025

ADDENDUM TO DIVISION MEMORANDUM 245, S. 2025
RE: COMPENSATORY TIME OFF (CTO) FOR DIVISION PARTICIPANTS

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Education Program Supervisors
Elementary and Secondary School Heads with SNED Classes
All SNED Teachers
All others Concerned

1. Pursuant to DepEd Order No. 42, s. 2021, titled "*National Policy and Framework on Learners and Education Personnel with Disabilities*," as amended by DepEd Order No. 18, s. 2022, this Office announces the **Conduct of Screening and Assessment for Identification and Educational Placement of Learners with Disabilities** on August 1-2, 2025, at El Salvador City Central School, Poblacion, El Salvador City.
2. The activity aims to:
 - a. identify learners with disabilities in need of educational placement,
 - b. provide appropriate recommendations based on individual learning needs, and
 - c. strengthen inclusive education services across the division.
3. Division participants in this activity are the school SNED teachers, school heads with SNED classes, and the medical team.
4. Further, the participants are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025 "Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)," or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered," whichever is applicable.
5. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



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6. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the perpetual Index
Under the following subject:

CURRICULUM

SPECIAL EDUCATION

RE: Addendum And Corrigendum To Division Memorandum 245, S. 2025
Rc: Compensatory Time Off (Cto) For Drped Participants

CEB/ldc



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