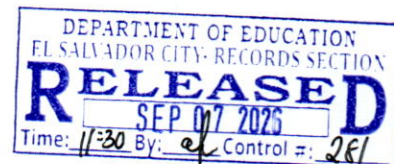




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 2, 2026

DIVISION MEMORANDUM
NO. 281, s. 2026

ADDENDUM TO DIVISION MEMORANDUM NO. 256, s. 2026 ATTENDANCE
TO THE 2026 NATIONAL TEACHERS' MONTH KICK-OFF PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisor in SGOD
El Salvador City Central School Grade 5 & 6 teachers
Molugan Central School Grade 5 & 6 teachers
Molugan National High School Grade 9 & 10 teachers
All Others Concerned

1. In reference to Division Memorandum No. 256, s. 2026, entitled "*Attendance to the 2026 National Teachers' Month Kick-Off Program*," dated August 12, 2026, this Office issues this Addendum to provide additional information and clarify the provisions on the grant of Service Credits and Compensatory Time-Off (CTO) to personnel who will participate in the 2026 National Teachers' Month (NTM) Kick-Off Program on September 5, 2026 (Saturday) at the Limketkai Center, Cagayan de Oro City.

2. In preparation for the NTM Kick-Off Program, all identified participants are required to attend the Online Orientation on September 4, 2026, from 9:00 A.M. to 12:00 noon, through Microsoft Teams, with the following details:

Meeting Link:

<https://teams.microsoft.com/meet/446970253641349?p=ha3Ni7Z11tsHITVF0K>

Meeting ID: 446 970 253 641 349

Passcode: ML28vo3T

3. All authorized teaching personnel who participate in the said activity and render service on the weekend shall be entitled to the grant of Service Credits, subject to the provisions of DepEd Order No. 013, s. 2024, *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*, while all authorized non-teaching personnel who render service during the weekend shall be entitled to Compensatory Time-Off (CTO), subject to DepEd Order No. 30, s. 2016, *Policies and Guidelines on Overtime Services and Payment of Overtime Pay for DepEd Non-Teaching Personnel*, CSC-DBM Joint Circular No. 2, s. 2004, as amended by CSC-DBM Joint Circular No. 2-A, s. 2005, and renumbered as CSC-DBM Joint Circular No. 2, s. 2015, and other existing civil service rules and regulations.

4. Furthermore, this memorandum serves as the **Official Authority to Travel** for the identified participants.



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

5. This office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this Memorandum is hereby directed.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

Social Mobilization National Teacher's Month
SGOD/cdg