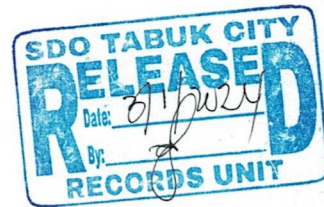




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



February 29, 2024

DIVISION MEMORANDUM

No. 72 s. 2024

To: SCHOOL HEADS (ELEMENTARY AND SECONDARY)
 ADMINISTRATIVE OFFICER II
 ADMINISTRATIVE ASSISTANTS
 ALL OTHERS CONCERNED

**DATA ON GRANTED VACATION SERVICE CREDITS (VSC) AND
 COMPENSATORY TIME-OFF (CTO) FOR FISCAL YEAR (FY) 2023**

1. Relative to Regional Memorandum No. 120 s. 2024 titled Dissemination of Memorandum DM-OUHROD-2024-0258 Data on Granted Vacation (VSC) and Compensatory Time-Off (CTO) for Fiscal year (FY) 2023, to facilitate the submission of the said report, all Administrative Officer II and Administrative Assistants are requested to submit the balances of VSC and CTO of their respective teachers and school based non-teaching personnel in their schools. Please use the template below in excel format:

School: Bulanao Central School

Employee Name	Position	VSC/CTO
1. Lozano, Delilah C.	Teacher I	5

Prepared by:

Juan B. Delacruz

Certified Correct:

School Head

2. To give ample time for the consolidation, submit the hard copy of the said report on or before March 5, 2024 and email the excel soft copy to **delilah.lozano@deped.gov.ph**.
3. For strict compliance and immediate dissemination of this memorandum is desired.

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BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent *A*



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DepEd Tayo Tabuk City