



DIVISION MEMORANDUM
NO., 64 s. 2020

To : All DepEd Personnel
This Division

From : AGUSTINES E. CEPE, CESO V

Date : February 24, 2020

Subject: **GRANT OF COMPENSATORY TIME OFF FOR ISO AUDIT PREPARATIONS
WORKING PERSONNEL ON FEBRUARY 25, 2020**

1. Relative to International Organization for Standardization (ISO) Audit preparations for this division, all personnel concerned are directed to report on Tuesday, February 25, 2020.
2. In this connection, all present personnel shall be granted with 1 day Compensatory Time Off since February 25, 2020 is a holiday. This is cited in the Section 30 paragraph 2 page 149, Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws.
3. Thus, logging in and out in the biometric is observed.
4. Immediate and wide dissemination of this memorandum is desired.

mta/02-24-2020

To be indicated in the Perpetual Index

Under the following subjects:

PERSONNEL

