Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
DATE: December 3, 2025
TIME: 11:28 AM
SIGNATURE:

Division MEMORANDUM
No. 546, s. 2025

To: Public Schools District Supervisors/ District In-Charge
All Project Development Officers
All Others Concerned

ADDENDUM TO DIVISION MEMORANDUM NO. 512, S.2025 Re: PARTICIPATION TO THE PROVINCIAL CHILDREN'S CONGRESS 2025

1. This addendum provides supplementary guidelines on the availment of Compensatory Time-Off for non-teaching personnel participating in the *Provincial Children's Congress 2025*. The activity is scheduled on November 22, 2025, at Shacene Pension House and Restaurant, Mabua, Tandag City, Surigao del Sur.

2. All non-teaching personnel participating in the Provincial Children's Congress 2025 shall be granted *Compensatory Time-Off*, in recognition of the fact that the activity is scheduled on a Saturday.

3. All other provisions stated in the Division Memorandum No. 512, s. 2025, shall remain in full force and effect.

4. For immediate dissemination and compliance.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

By the authority of the Schools Division Superintendent:
LAILA F. DANAQUE EdD., CESO VI
Assistant Schools Division Superintendent

Encl.: None
References: as stated
To be indicated in the Perpetual Index
Under the following subjects:

LEARNERS SECONDARY EDUCATION

SGOD/gcmyl
11/25/2025