



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**MEMORANDUM TO:**

OSDS-PER-UM-11-05-2022/mb1

TO :

- CYNEE AVILA, ADAS II, Caramoran RDHS
- GINA GIANAN, ADAS II, Cabugao IS
- GRACE MENDEZ, ADAS II, LIV Sr. NHS
- JERALD SABAYLE, ADAS II, Panganiban NHS
- JENNIFER M. TOMANGLAO, ADAS II, San Jose NHS
- SHEMAINE D. TORRECAMPO, ADAS II, Tabugoc CES

(Thru the School Head)

In view of the on-site assessment of the PRIME-HRM, you are advised to report to SDO-Human Resource Management Office on November 5 - 7, 2022. Likewise, you are entitled to receive Two (2) days of Compensatory Overtime Credits (COC) for the accrued number of hours rendered as provided in CSC & DBM Joint Circular No. 2 s. 2004.

For guidance and compliance.

**SUSAN S. COLLANO**  
Schools Division Superintendent

