

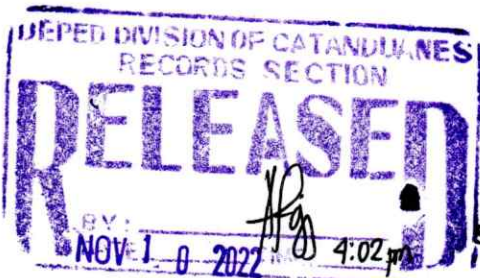


Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



**UNNUMBERED MEMORANDUM:**

OSDS-PER-UM-11-10-2022/MBL

TO : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Section Heads  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

FROM : **SUSAN S. COLLANO**  
Schools Division Superintendent

SUBJECT : **ONE-DAY FREE DAY**

DATE : November 10, 2022

1. This Office congratulates all SDO employees for a job well done in the recently concluded PRIME- HRM Onsite Assessment obtaining 100% Compliant with PRIME-HRM Maturity Level II Indicators for RSP, PM, L&D and R&R.
2. Anchored on the Rewards & Recognition policy, all SDO employees may avail of a one-day FREE DAY from November 11 to February 28, 2023. Likewise, all Contract of Service/Job Order personnel may avail a one-day Work-from-Home.
3. To ensure the continuous delivery of service in the offices and schools, immediate heads shall schedule the free day of their staff and submit to SDO-HRMO not later than November 17, 2022.
4. Per CSC MC No. 17, s. 2010 "Policy on Half Day Absence" a half-day and half-day availment is not allowed.
5. For information, guidance and compliance.

MBL/UM-One-Day Free Day  
34/November 10, 2022



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