



Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OFFICE OF PANGASINAN II**

*Office of the Schools Division Superintendent*

July 18, 2024

**DIVISION MEMORANDUM**

No. 347, s. 2024

To: **Public Schools District Supervisors**  
**Elementary and Secondary School Heads**

Subject: **ADDENDUM to DM #340 s. 2024**

**PARTICULARS**

1. In relation to the conduct of Development, Validation and Finalization of Lesson Scripts in Filipino 2 for Catch Up Fridays (CUF) on July 20 – August 3, 2023 at PANGASINAN REGENCY HOTEL Calasiao, Pangasinan all participants will be granted service credits or compensatory time-off (CTO) for the weekends and holidays that they have served in the writeshop following Civil Service Commission Rules and regulations.
2. Travel expense of the participants shall be charged to local funds subject to usual accounting procedures.
3. For information, guidance and compliance.

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OIC, Office of the Schools Division Superintendent

For the SDS:

**MARCIANO U. SORIANO, JR. PhD, CESO VI**  
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