



Republic of the Philippines  
Department of Education  
Region I

**SCHOOLS DIVISION OFFICE OF PANGASINAN II**

*Office of the Schools Division Superintendent*

August 21, 2024

DIVISION MEMORANDUM

No. 424, s. 2024

TO: Public Schools District Supervisors  
School Heads, Public and Private Elementary & Secondary Schools  
School Paper Advisers, Elem., Sec., Public & Private Schools  
All Others Concerned

FROM: **VIVIAN LUZ S. PAGATPATAN, ,CESO VI**  
Schools Division Superintendent

SUBJECT: **PLANNING CONFERENCE OF SCHOOL PAPER ADVISERS**

**PARTICULARS**

1. There will be a conference of all school paper advisers, public and private elementary and secondary schools, on August 31, 2024 (Saturday) at CB Mall, Sports Center, Ground fl., Urdaneta City, Pangasinan. Program starts at 8:00 o'clock in the morning.
2. The objectives of the said conference are:
  - a. to plan for trainings, and press conferences for SY 2024-2025;
  - b. to discuss updates on Campus Journalism programs.
3. Travel expenses of the participants to this conference shall be charged against school MOOE or other school/local funds and subject to auditing and accounting procedures.
4. Service credits for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel will be granted in lieu of the training/orientation days that will fall on either holidays or weekends in accordance with the provision of CSC and DepEd Joint Circular No. 2 s. 2004, and CSC-DBM Circular No. 2 s. 2015 entitled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.
4. For strict and widest dissemination to all personnel concerned.

**VIVIAN LUZ S. PAGATPATAN, CESO V**  
Schools Division Superintendent

APPROVED FOR TRANSMISSION:  
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