Republic of the Philippines
Department of Education
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
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November 25, 2026

DIVISION MEMORANDUM
No. 617 ,s. 2026

ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 594, S. 2026 RE: CAPACITY BUILDING ON QMS PLANNING DOCUMENTS AND OPERATIONS MANUAL FOR PROCESS LEADS AND REPRESENTATIVES

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
SDO Functional and Section Heads
Quality Management Representative (QMR)
Quality Management System (QMS) Secretariat
Concerned Process Leads and Representatives
Risk Management Team
All Others Concerned

1. In connection with Division Memorandum No. 594, s. 2026, entitled **Capacity Building on QMS Planning Documents and Operations Manual for Process Leads and Representatives**, and pursuant to Division Memorandum No. 585, s. 2026, entitled Implementation of Four-Day Onsite Work Schedule with Continued Observance of Energy Conservation Measures, this Office hereby issues this Addendum to provide further guidance on the conduct of the second day of the aforementioned capacity-building activity scheduled on Friday, **November 27, 2026**.

2. In view of the implementation of the four-day onsite work arrangement in SDO Iriga City, the participants in the above-mentioned activity on November 27, 2026, shall be entitled to Compensatory Overtime Credits (COCs) pursuant to CSC-DBM Joint Circular No. 2, s. 2004, "Non-Monetary Remuneration for Overtime Services Rendered".

3. For information, guidance, and wide dissemination.

Digitally signed by Brioso Maria-Magnolia Fajardo
Date: 2026.11.25 14:15:36 +08'00'

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC - Schools Division Superintendent