



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2024-80544  
Dm - 2024-02-000  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
DATE: \_\_\_\_\_ Time: 10:00  
By: FEB 11 2024

**DIVISION MEMORANDUM**  
No. 060, s. 2024

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM :**  **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

**DATE :** February 2, 2024

**SUBJECT :** CONDUCT OF SYNCHRONIZED DISTRICT MEET 2024

1. The field is hereby informed on the conduct of synchronized **DISTRICT MEET 2024** which will be on **February 16-17, (Friday & Saturday) 2024**.
2. Learners participating the said District Meet must secure the following: *a. Parent's Permit; b. Medical Certificate*; and it must be *voluntary in nature*.
3. Participation of teaching and non-teaching personnel during school sports competition held outside of regular school days shall be provided with Service Credit/Compensatory Overtime Credit (COC) per **DepEd Order No. 53, s. 2003**.
4. Non-participating learners, teaching and non-teaching personnel will continue to perform their routine tasks and functions.
5. Teaching and non-teaching personnel who acted as coaches, chaperons and trainers with issues on child abused are disqualified from joining the said activity.
6. Submission of *Daily Time Records (DTRs), Accomplishment Reports* and *letter request* for Service Credits/ Compensatory Overtime Credit will be on **February 26, 2024**, through the Personnel Unit, **Attn: Elaine B. Baula, Administrative Officer II**.
7. Should there be queries, contact **Rosalio P. Arangco**, Education Program Supervisor, SGOD/Division Sports Focal/Learner Rights and Protection Officer at **0997 682 2424**.



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