



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**

No. 147, S. 2025

**CONSULTATIVE WORKSHOP ON THE DRAFT POLICY ON  
COMPENSATORY TIME-OFF (CTO)**

To: OIC-Assistant Regional Director  
OIC-Schools Division Superintendent of La Carlota City  
OIC-Schools Division Superintendent of Canlaon City  
All Others Concerned

1. Attached is Memorandum OM-OUHROD-2025-1869 dated June 25, 2025, from Wilfredo E. Cabral, Undersecretary, Human Resource and Organizational Development titled **“Consultative Workshop on the Draft Policy on Compensatory Time-Off (CTO)”** on July 15-18, 2025 at the Development Academy of the Philippines (DAP), Tagaytay City, Cavite.

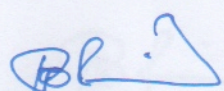
2. The participants of this activity are the following personnel, viz:

Name	Office	Position
1. Kenneth Daniel C. Romay	SDO La Carlota City	Administrative Officer IV
2. Ma. Flori Anne D. Avila	SDO Canlaon City	Administrative Officer IV

3. The participants are encouraged to bring their own laptops and extension cords and should preregister online on or before July 11, 2025 (Friday) at [tinyurl.com/CompensatoryTimeOff2025](https://tinyurl.com/CompensatoryTimeOff2025).

4. Expenses for the board and lodging shall be charged against the funds allocated for this purpose, while travel and other incidental expenses of the participants shall be charged against the local funds of their respective SDOs, subject to existing budgeting, accounting, and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: Memorandum OM-OUHROD-2025-1869

To be indicated in the Perpetual Index  
under the following subjects:

BENEFITS

EMPLOYEES



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: <https://tinyurl.com/nir-gov-ph>

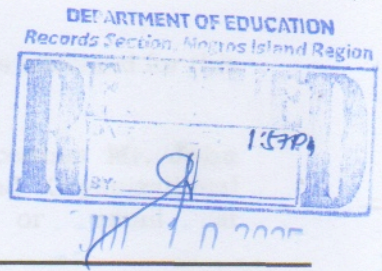




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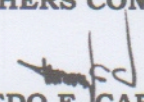
# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**OM-OUHROD-2025-1869**

TO : **REGIONAL DIRECTORS**  
**ALL OTHERS CONCERNED**

FROM :   
**WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **CONSULTATIVE WORKSHOP ON THE DRAFT POLICY ON COMPENSATORY TIME-OFF (CTO)**

DATE : 25 June 2025

The Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) will conduct a **Consultative Workshop on the Draft Policy on Compensatory Time-Off** on **July 15-18, 2025** at the Development Academy of the Philippines (DAP), Tagaytay City, Cavite. The activity aims to achieve the following objectives:

1. To adopt the policy of Compensatory Time-Off (CTO) to the Human Resource System of the Department;
2. To examine and evaluate the applicability of the policy to different governance levels and ensure efficient and effective implementation;
3. To assess the policy's procedural alignment with existing provisions of laws and policies of oversight agencies; and
4. To ensure that the provisions of the policy adhere with CSC and DBM Joint Circular No. 2, s. 2004, "Non-monetary Remuneration for Overtime Services Rendered".

In view hereof, may we request for representative/s from each region to attend the activity. The indicative program of activities, list of participants, and administrative arrangements are attached for ready reference.

Participants are encouraged to bring their laptops and extension cords. Each participant is requested to preregister online at [tinyurl.com/CompensatoryTimeOff2025](http://tinyurl.com/CompensatoryTimeOff2025) **on or before July 11, 2025 (Friday)**.

Travelling and other incidental expenses of regional participants shall be charged to their respective local funds, while board and lodging, supplies, materials, and other





related expenses/contingencies shall be charged against the funds allocated for this purpose.

For clarifications and confirmation and attendance, you may contact **Mr. John Rolan R. Castillo** of the Bureau of Human Resource and Organizational Development-Personnel Division at (02) 8633-9345 or email at [johnrolan.castillo@deped.gov.ph](mailto:johnrolan.castillo@deped.gov.ph)

For information and guidance. Thank you.

Date / Activity		
<b>DAY 0</b>		
July 15, 2025	2:00 PM	Check-in
	6:00 PM-8:00 PM	Dinner
<b>DAY 1</b>		
July 16, 2025	6:00 AM-8:00 AM	Breakfast
	8:00 AM-9:30 AM	Opening Program Opening Remarks Rationale and Workshop Objectives
	9:00 AM-10:00 AM	Plenary 1: Presentation of the Draft Policy on CTO
	10:00AM-11:00AM	Workshop 1: Review of the Draft Policy on CTO (Chapters 1-3)
	12:00 NN-1:00 PM	Lunch
	1:30 PM-2:00 PM	Presentation of Outputs for Workshop 1
	2:00 PM-5:00 PM	Workshop 2: Review of the Draft Policy on CTO (General Provisions)
6:00 PM-8:00 PM	Dinner	
<b>DAY 2</b>		
July 17, 2025	6:00 AM-8:00 AM	Breakfast
	8:00 AM-9:30 AM	Presentation of Outputs for Workshop 2
	9:30 AM-12:00 NN	Workshop 3: Review of the Draft Policy on CTO (Guidelines and Procedures)
	12:00 NN-1:00 PM	Lunch
	1:00 PM-3:30 PM	Presentation of Outputs for Workshop 3
	3:00 PM- 5:00 PM	Workshop 4: Review of the Draft Policy on CTO (Chapters 7-10)
6:00 PM-8:00 PM	Dinner	
<b>DAY 3</b>		
July 18, 2025	6:00 AM-8:00 AM	Breakfast
	8:00 AM-11:00 AM	Plenary 2: Presentation of Final Draft Policy on CTO
	11:00 AM-11:30 AM	Closing Proper
	12:00 AM-1:00 PM	Lunch/Express

Copy Furnished:

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osec@deped.gov.ph



**CONSULTATIVE WORKSHOP ON THE DRAFT POLICY ON  
COMPENSATORY TIME-OFF (CTO)**

Development Academy of the Philippines (DAP), Tagaytay City  
July 15 to 18, 2025

**A. Indicative Program of Activities**

Date	Time	Session/Activity
<b>DAY 0</b>		
July 15, 2025	2:00 PM	Check-in
	6:00 PM-8:00 PM	Dinner
<b>DAY 1</b>		
July 16, 2025	6:00 AM-8:00 AM	Breakfast
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<b>DAY 3</b>		
July 18, 2025	6:00 AM-8:00 AM	Breakfast
	8:00 AM-11:00 AM	<i>Plenary 2: Presentation of Final Draft Policy on CTO</i>
	11:00 AM-11:30 AM	Closing Proper
	11:30 AM-1:00 PM	Lunch/Egress





## B. List of Participants

REGION	No. of Participants
Region I	1
Region II	1
Region III	2
Region IV-A	2
Region IV-B	1
Region V	1
Region VI	1
Negros Island Region	2
Region VII	1
Region VIII	1
Region IX	1
Region X	2
Region XI	1
Region XII	1
Region XIII	1
Cordillera Administrative Region	1
National Capital Region	2
<b>TOTAL</b>	<b>22</b>

## C. Provision of Meals and Accommodation

	AM Snack	Breakfast	Lunch	Pm Snack	Dinner
July 15, 2024 (Day 0)					✓
July 16, 2024 (Day 1)	✓	✓	✓	✓	✓
July 17, 2024 (Day 2)	✓	✓	✓	✓	✓
July 18, 2024 (Day 3)	✓	✓	✓		

