

**OFFICE ORDER NO. 19**  
*Series of 2023*

In the interest of service, the following employees are hereby authorized to participate in the “**Sardines Labour Summit 2023**” from 25 to 27 March 2023 at Garden Orchid, Zamboanga City:

1. **Ms. Malorie Joy O. Mones**, Acting Supervising Labor and Employment Officer
2. **Ms. Frances Camille G. Dumalaog**, Senior Labor and Employment Officer

The abovementioned employees are entitled to daily travel expenses (DTE), transportation allowance, and other incidental expenses chargeable against the available funds of the Institute, subject to usual accounting and auditing rules and regulations.

Furthermore, in line with the CSC-DBM Joint Circular No. 2, series of 2004, they are also entitled to earn twelve (12) hours of Compensatory Overtime Credits (COC) which can be availed in the form of Compensatory Time-Off (CTO) in a manner that will not disrupt office operations.

For compliance.



**JEANETTE T. DAMO**  
OIC- Executive Director III

23 March 2023

Signature: 

Email: [ajpcoronel@ils.dole.gov.ph](mailto:ajpcoronel@ils.dole.gov.ph)