



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 3, 2023

UNNUMBERED MEMORANDUM

Series 2022

RENDERING OVERTIME SERVICES

To: EDUARDO D. BALILI, *Job Order*

1. In the exigency of the service you are hereby requested to report to the Division Office on Saturday, February 4, 2023 from 8:00 am to 5:00 pm to assist in the Convergence of Newly Hired Teachers in the Implementation of Induction Program for Beginning Teachers -IPBT and assist in the cleaning of air-conditioning units, this Division at the Training Hall, IBJT Compound, Carangan, Ozamis City.
2. Job Order personnel, is based on Deped Order No. 30, s. 2016 re: "Policies and guidelines on Overtime Services and Payment in the Department of Education". CS Form 48 (DTR) should be submitted to Ms. Adda Liza J. Saquin, AO IV (Personnel) for payroll preparation not later than March 1, 2023.
3. For information and guidance.

JEAN G. VELOSO 
Schools Division Superintendent

