



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

March 31, 2023

UNNUMBERED MEMORANDUM
Series 2023

RENDERING OVERTIME SERVICES

To: **ROSENIE L. TRUMPETA, JOB ORDER**

1. In the exigency of the service you are hereby requested to report to the Division Office on Saturday, April 1, 2023 from 8:00 a.m. to 5:00 p.m. to perform general cleaning and reorganizing of the SDS office and quarter in preparation for the arrival of the new SDS.
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 May 1, 2023.
3. For information and guidance.


JEAN G. VELOSO
Schools Division Superintendent

