



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

March 30, 2023

UNNUMBERED DIVISION MEMORANDUM

No. _____,

s. 2023

**RENDERING OVERTIME SERVICES TO PREPARE THE FORM 7 FOR THE
MONTH OF MARCH 2023**

To: Adda Liza J. Saquin, AO-IV/Personnel
Ruby Jane R. Gacasan, AO II
Teresita L. Pagador, ADAS III
Kristine P. Pelaez, ADAS III
Gee B. Sonogan, ADAS III
Stephen S. Anino, ADAS III
Maita Shane P. Decipulo, ADA VI
Dinalyn A. Ramayrat, ADAS III

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 am – 5:00 pm to render overtime services to prepare the Form 7 for the month of March 2023.
2. Per DepEd Order No. 30, s. 2016 re: “Policies and Guidelines of Overtime Services and Payment in the Department of Education”, you will be given 1 day Compensatory Time-Off (CTO) for the overtime services rendered.
3. For information and guidance.

JEAN G. VELOSO 
Schools Division Superintendent 



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Our **LEARNERS**: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!