



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

April 4, 2023

UNNUMBERED MEMORANDUM
Series 2023

RENDERING OVERTIME SERVICES

To: **ARVIN ACAPULCO, LGU DRIVER**
JERRY LAYLAY, LGU DRIVER

1. In the exigency of the service you are hereby requested to report to Ozamiz City National High School per Divisional Memorandum 104, s.2023 “Live-out Training of Athletes, Coaches, and Trainers for the NMRAA 2023” on April 8 and 9, 2023 from 8:00 a.m. to 5:00 p.m. You will directly report to EPS Johnnel A. Guangco, Division Sports Coordinator.
2. Per CSC and DBM Joint Circular No. 2 s. 2004 “Non- Monetary Remuneration for Overtime Services Rendered”, you will be given a corresponding Compensatory Time –Off for the services rendered during weekends. CS Form 48 (DTR) should be submitted to the Head of Human Resource Division, Local Government Unit for appropriate action not later than May 1, 2023.
3. For information and guidance.


NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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