



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

May 22, 2023

**UNNUMBERED DIVISION MEMORANDUM**

No. \_\_\_\_\_,

s. 2023

**RENDERING OVERTIME SERVICES TO PREPARE THE FORM 7 FOR THE  
MONTH OF MAY 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, June 3, 2023, from 8:00 am – 5:00 pm to render overtime services to prepare the Form 7 for the month of May 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.

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



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: deped1miz@gmail.com

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



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 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

Rendering Overtime Services to Prepare the Form 7 for the Month of May 2023  
 June 3, 2023  
 (Activity Matrix)

Date	June 3, 2023		
Time	Particulars	Assigned Area	Persons Involved
8:00 a.m.-5:00 p.m.	Overseeing and managing the output of each personnel		Adda Liza J. Saquin
	Collection and segregation of Form 48 by Station	Junior High School	Ruby Jane R. Gacasan
		Senior High School/ Kindergarten	Gee B. Sonogan
	Reviewing DTR entries, identifying and resolving discrepancies; and calculating work hours, tardiness and absences	DO Personnel	Dinalyn A. Ramayrat
		Elementary/ District 2	Kristine P. Pelaez
	Data entry and system updates.	Elementary/ District 3 &4	Teresita L. Pagador
	Consolidation of data for submission to Region	Elementary /District 5	Stephen S. Anino
Elementary/ Provide assistance		Maita Shane P. Decipulo	

Prepared by:

*AS*  
 ADDA LIZA J. SAQUIN  
 AO-IV

Noted by:

*DJB*  
 DOROTHY JOY B. YTING  
 AO-V

Approved by:

*Nimfa R. Lago*  
 NIMFA R. LAGO, CESO VI  
 Assistant Schools Division Superintendent  
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