



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

June 22, 2023

UNNUMBERED DIVISION MEMORANDUM

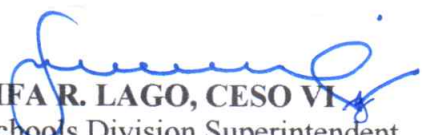
No. _____,

s. 2023

**RENDERING OVERTIME SERVICES TO PREPARE THE FORM 7 FOR THE
MONTH OF JUNE 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, July 1, 2023, from 8:00 am – 5:00 pm to render overtime services to prepare the Form 7 for the month of June 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!




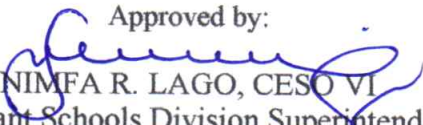
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 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

Rendering Overtime Services to Prepare the Form 7 for the Month of June 2023
 July 1, 2023
 (Activity Matrix)

Date	July 1, 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 Senior High School/ Kindergarten	Ruby Jane R. Gacasan Gee B. Sonogan
	Reviewing DTR entries, identifying and resolving discrepancies; and calculating work hours, tardiness and absences	DO Personnel	Dinalyn A. Ramayrat
	Data entry and system updates.	Elementary/ District 2	Kristine P. Pelaez
		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:

 ADDA LIZA J. SAQUIN
 AO-IV

Noted by:

 DOROTHY JOY B. YTING
 AO-V

Approved by:

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



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