



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


July 15, 2023

UNNUMBERED MEMORANDUM
Series **2023**

**RENDERING OVERTIME SERVICES TO TRANSPORT THE LEARNERS
AS PERFORMERS TO THE CONDUCT OF NSPC AND NFOT**

To: **LOUIE J. MORENO**, Administrative Assistant III
 ARVIN P. ACAPULCO, Metro Aide II, LGU

1. In the exigency of the service you are hereby requested to render overtime services on July 15 and 16, 2023 to ferry our 22 learners as performers to the 2023 National School Press Conference (NSPC) and 2023 National Festival of Talents (NFOT) in Cagayan de Oro City.
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 of 2 days for the services rendered during the weekends. CS Form 48 (DTR) should be submitted to Ms. Adda Liza J. Saquin, AO IV (Personnel).
3. For information and guidance.


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



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