



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

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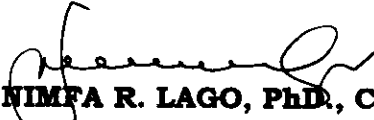
September 8, 2023

**UNNUMBERED MEMORANDUM**  
Series                    **2023**

**RENDERING OVERTIME SERVICES TO TRANSPORT THE PARTICIPANTS  
TO THE REGIONAL TRAINING OF TRAINORS**

To:        **ELMER D. NOBLEZA**, Administrative Aide IV

1. In the exigency of the service you are hereby requested to render overtime services on September 10, 2023 to ferry our 9 participants to the Regional Training of Trainers (RTOT) for Higher Order Thinking Skills Professional Learning Package in English, Science, and Mathematics at NEAP Region X, 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 1 day 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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**MATATAG**



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