



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

March 26, 2024

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

**RENDERING OVERTIME SERVICES FOR SELECTED  
JOB ORDER PERSONNEL**

To:     **MICHIE C. OCAYA**  
          **ROSENIE L. TRUMPETA**  
          **EDUARDO D. BALILI**  
          **ARPHIL JOHN L. MADEJA**

1.     In the exigency of the service you are hereby requested to render overtime services on March 27, 2024 from 1: 00 p.m to 5:00 p.m. for the following purpose:
  - a.    **MICHIE C. OCAYA**           - assist in the preparation of foods for the athletes
  - b.    **ROSENIE L. TRUMPETA** - assist in the preparation of foods for the athletes
  - c.    **EDUARDO D. BALILI**       - clean the assigned area in the 3<sup>rd</sup> floor
  - d.    **ARPHIL JOHN L. MADEJA** – edit and enhance the recorded photos and videos during the training on Capacity-Building on Integrating the comprehensive Sexuality Education (CSE) in Teaching
2.     Overtime pay for Job Order personnel, is based on Deped Order No. 30, s. 2016 re: “Policies and Guidelines on Overtime Services and Payment in the Department of Education”. Thus, CS Form 48 (DTR) with attached accomplishment report should be submitted to Ms. Adda Liza J. Saquin, AO IV (Personnel) for payroll preparation not later than April 1, 2024.
3.     For information and guidance.

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

P.P.

**DIONESIO L. LIWAGON, JR., CESE**  
OIC – Assistant Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: ozamiz.city@deped.gov.ph

