



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

April 8, 2024

**UNNUMBERED MEMORANDUM**  
Series                    **2024**

**RENDERING OVERTIME SERVICES FOR TILEWORKS  
IN DIVISION OFFICE**

To:     **ALJON T. OCHAGABIA**, *Job Order*

1.     In the exigency of the service you are hereby requested to render overtime services on April 9-10, 2024 from 8:00 a.m. to 5:00 p.m. to help in the tileworks and replacement in the ground floor of the Division Office together with the 2 job order from Ozamiz City National High School.
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 16, 2024.
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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