



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

OFFICE MEMORANDUM

To : **ENGR. ERIC PAUL M. CATULONG**
Engineer III

ALJON T. OCHAGABIA
Job Order

Subject : **RENDERING OVERTIME SERVICES ALIGNED WITH THE
LAST MILE SCHOOL VALIDATION**

Date : **June 7, 2024**

1. In the exigency of the service, you are requested to report on June 8, 2024 to assist the validators from the DepEd Central Office and Regional Office for the DepEd's Last Mile Schools (LMS) program. The assigned vehicle will be Mitsubishi Strada Pick-up.
2. Compensatory Time Off of 1 Day will be given to the permanent employees and overtime pay will be given to the Job Order personnel with reference to DepEd Order No. 30, s. 2016 re: "Policies and guidelines on Overtime Services and Payment in the Department of Education". Civil Service Form 48 (DTR) with attached accomplishment report shall be submitted to Ms. Adda Liza J. Saquin, AO IV (Personnel) for payroll preparation not later than June 10, 2024.

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



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