



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

OFFICE MEMORANDUM

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

Subject : **RENDERING OVERTIME SERVICES ALIGNED WITH THE
126th ANNIVERSARY OF THE PROCLAMATION OF PHILIPPINE
INDEPENDENCE**

Date : **June 10, 2024**

1. In the exigency of the service, you are requested to report on June 12, 2024 at 5:30 a.m. to assist Engr. Eric Paul M. Catulong in transporting and the laying of wreath in celebration of the 126th Anniversary of the Proclamation of Philippine Independence held at the City Hall Grounds, Ozamiz City. The assigned vehicle will be Mitsubishi Strada Pick-up.
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 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



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

