



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

**OFFICE MEMORANDUM**

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

**LOUIE J. MORENO**  
Administrative Assistant III

**ALJON T. OCHAGABIA**  
Job Order

Subject : **RENDERING OVERTIME SERVICES ALIGNED WITH THE  
RECOGNITION NIGHT FOR THE NMRAA 2024 ATHLETES**

Date : **June 7, 2024**

1. In the exigency of the service, you are requested to report on June 12, 2024 from 2:00 p.m. to 10:00 p.m. to transport the athletes /medalists of the recently concluded Northern Mindanao Regional Athletic Association (NMRAA) 2024 which will be held at the Asenso Misamis Occidental Sports and Cultural Center Capitol, Oroquieta City. Your vehicle assignment are as follows:

Elmer D. Nobleza	- DepEd Van
Louie J. Moreno	- BE-LCP Van 2
Aljon T. Ochagabia	- Toyota Innova

2. Compensatory Time Off of One and a half (1½) 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 14, 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



**PANDONG**  
#PadayonAsensoOzamiz