



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

August 22, 2024

**UNNUMBERED DIVISION MEMORANDUM**

No. \_\_\_\_\_,

s. 2024

**RENDERING OVERTIME SERVICES OF SELECTED EMPLOYEE TO PERFORM  
IMPORTANT TASK IN THE PERSONNEL SECTION**

To: Adda Liza J. Saquin, AO IV  
Abigail M. Yoldan, AO II  
Ruby Jane R. Gacasan, AO II  
Teresita L. Pagador, ADAS III  
Kristine P. Pelaez, ADAS III  
Stephen S. Anino, ADAS III  
Dinalyn A. Ramayrat, ADAS III  
Anna Pearl B. Barbadillo, ADA VI  
Maita Shane P. Decipulo, ADA VI

1. In the exigency of the service, you are hereby requested to report to the Division Office on Friday, August 23, 2024, from 8:00 am – 5:00 pm to render overtime services to perform the following:


- Prepare remittances & Finalize Plantilla Allocation List. - Ruby Jane R. Gacasan
- Print NOSA - Kristine P. Pelaez
- Evaluate documents for RECLA - Adda Liza J. Saquin, Dinalyn A. Ramayrat, Abigail M. Yoldan & Teresita L. Pagador
- Scan and arrange 201 documents. - Anna Pearl B. Barbadillo, Stephen S. Anino & Maita Shane P. Decipulo.

2. Identified employees shall be paid with overtime pay subject to availability of funds based on Deped Order No. 30, s. 2016 re: "Policies and Guidelines on Overtime Services and Payment in the Department of Education" or shall be given Compensatory Overtime Credit Per CSC and DBM Joint Circular No. 2 s. 2004 "Non- Monetary Remuneration for Overtime Services Rendered". 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 August 30, 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

