



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

OFFICE MEMORANDUM

To : **ARPHIL JOHN MADEJA**
PDO I


CLAIRE MARIE V. DAGAAS
AO II

JEFFERSON Y. BOLOS
Job Order

Subject : **RENDERING OVERTIME SERVICES FOR THE CONDUCT OF THE PROGRAM IMPLEMENTATION REVIEW (PIR) ON SCHOOL-BASED FEEDING PROGRAM (SBFP)**

Date : **DECEMBER 4, 2024**

1. In the exigency of the service you are hereby requested to assist as support staff during the Conduct of Program Implementation Review (PIR) on School-Based Feeding Program (SBFP) on December 6 and 7, 2024 at Private Villa, Bernard Subdivision, Ozamiz City. Attached is your specific assignment for the said activity and you will be directly reporting to Ms. Salome T. Villa, Division SBFP Coordinator.
2. You will be entitled for Compensatory Time-Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2024 “Non- Monetary Remuneration for Overtime Services Rendered” while 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” for reporting on the weekend. Thus, Form 48 (DTR) with attached accomplishment report should be submitted to Ms. Adda Liza J. Saquin, AO IV (Personnel) not later than December 9, 2024.
3. For information and guidance.


NIMFA R. LAGO, Ph.D, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the 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

