



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

December 10, 2024

UNNUMBERED DIVISION MEMORANDUM

No. _____, s. 2024

**RENDERING OVERTIME SERVICES TO FINALIZE PAYROLLS IN PREPARATION
FOR THE YEAR-END CLOSING OF ACCOUNTS**

To: Ruby Jane R. Gacasan, AO II
Teresita L. Pagador, AO II
Dinalyn A. Ramayrat, AO II
Joffy Sandrey O. Laroya- AO II
Kristine P. Pelaez- ADAS III
Arlene L. Tirol – AO IV
Adda Liza J. Saquin- AO IV

1. In the exigency of service, you are hereby requested to render overtime services after office hours and Saturdays starting December 11, 2024 to perform the following:

- Dinalyn A. Ramayrat & Kristine P. Pelaez
 - *Substitute Salary Payroll
 - *JO/ COS (Salary Payroll, Premium Cost)
 - *Obligate PBB 2022 of Deceased Personnel
 - *Gratuity Pay of JO/COS
- Ruby Jane R. Gacasan
 - *Salary (Division Paid, Differential,
 - *SRI
 - *Maternity Double Pay (Christmas Vacation)
 - *Hardship ALS
 - *Remittances (PHIC & Pag-ibig)
- Teresita L. Pagador
 - *Step & Loyalty
 - *Hazard Pay
 - *Hardship Multigrade
- Adda Liza J. Saquin
 - *Monetization
 - *Supervision & Documents Preparation



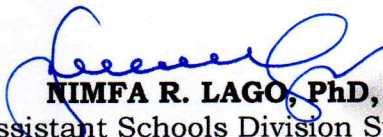
Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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- Arlene L. Tirol & Joffy Sandrey O. Laroya
 - *Proof Listing
 - * LDDAP-ADA Preparation
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 of Overtime Services and Payment in the Department of Education”, or shall be given Compensatory Time-Off (CTO) 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 December 31, 2024.
3. For information and guidance.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



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