



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

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January 17, 2025

**DIVISIONAL MEMORANDUM**  
**UNNUMBERED , S.2025**


**RENDERING OVERTIME SERVICES FOR TILEWORKS  
IN THE DIVISION OFFICE**

To: **RYAN M. FERNANDEZ, Job Order**

1. In the exigency of the service, you are hereby requested to render overtime services on January 19, 2025 from 8:00 a.m. to 5:00 p.m. to perform tileworks (remove and replace) in the Training Hall of the Division Office. You will be directly reporting to Engr. Eric Paul M. Catulong for any concerns relating to the task assigned.
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 April 16, 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.

  
**IMELDA D. PONGASE** 01/17/25  
OIC Designate, Office of the Schools Division Superintendent



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**PANDONG**

#PadayonAsensoOzamiz