



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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April 11, 2019

DIVISION MEMORANDUM  
NO. 166, s. 2019

**AMENDMENTS TO DEPED ORDER NO. 30, S. 2016**  
(Policies and Guidelines on Overtime Services and Payment in the  
Department of Education)

To: Division Office Personnel  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. This Office disseminates DepEd Order No. 005, s. 2019 entitled "Amendments to DepEd Order No. 30, s. 2016" (Policies and Guidelines on Overtime Services and Payment in the Department of Education) for your guidance and compliance.
2. For details, please see attached DepEd Order.
3. Immediate dissemination of this Memorandum is desired.

**NERI C. DJASTRO, Ed.D., CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

10 APR 2019

DepEd ORDER  
No. **005** s. 2019

**AMENDMENTS TO DEPED ORDER NO. 30, S. 2016**  
(Policies and Guidelines on Overtime Services and Payment  
in the Department of Education)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

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*4/10/19*

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 30, s. 2016 dated May 19, 2016 entitled **Policies and Guidelines on Overtime (OT) Services and Payment in the Department of Education**. However, to streamline the process of the grant of authority to render overtime services, the following items are hereby amended as follows:

- a. **Section D, Item No. 5** shall read as "Heads of Bureaus/Offices shall secure authority to render OT services on a monthly basis from the Undersecretary/Assistant Secretary concerned in the case of the Central Office, and by the division chiefs from their regional director or schools superintendent in the case of regional office (RO) or schools division office (SDO)."
- b. **Section D, Item No. 6** shall read as "OT services shall be rendered only after the request for authority to render OT services has been approved by Undersecretary/Assistant Secretary concerned, in the case of the Central Office, by the regional director for the RO and by the schools division superintendent for the SDO."

2. All provisions stated in DO 30, s. 2016 shall remain in effect.
3. This Order takes effect of **May 1, 2019**.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

N o n e

Reference:

DepEd Order (No. 30, s. 2016)

To be indicated in the Perpetual Index  
under the following subjects:

AMENDMENT  
BENEFITS  
EMPLOYEES  
OFFICIALS  
POLICY

JDMC - DO Amendments to DepEd Order No. 30, s. 2016  
0254, April 5, 2019