



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



📍 Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 📞 (038) 544-2147; 427-1702 ✉️ dtagbilarancitydivision@yahoo.com 🌐 www.depedtagbilaran.org

MEMORANDUM

**TO : BUDGET AND FINANCE PERSONNEL
CASH AND SUPPLY PERSONNEL
HUMAN RESOURCE MANAGEMENT OFFICE PERSONNEL**

FROM : NERI C. OJASTRO, EdD, CESE
OIC, Office of the Schools Division Superintendent

**SUBJECT : OVERTIME WORK IN PREPARATION FOR MID-YEAR FINANCIAL AND
BUDGETARY REPORTS 2019**

DATE : June 21, 2019

In the exigency of the service required to fast track the preparation of mid-year financial and budgetary reports, including its supporting documents, compliance with audit findings and recommendations and to meet the deadline set by the DBM, DepEd Regional Office and Commission on Audit (COA), the number of personnel listed in Annex B is hereby directed to render overtime work, subject to the following terms and conditions:

1. That overtime work shall be rendered only after the authority to render overtime services has been issued;
2. That only such number of personnel is allowed to render overtime work but not to exceed 50% of the total welfare at any given time;
3. That overtime pay is compensated through a compensatory day-off; and
4. That special log sheet is kept for this purpose by the security guard on duty.

For information, guidance and compliance

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

Annex B

DIVISION/SECTION	DepEd, Tagbilaran City Division								
Financial Services Division 1. Michelle T. Sagaral 2. Julie Redillas 3. Gina E. Gamao 4. Rosalie Tambis 5. Ananias Sumaylo 6. Ellen Salas 7. Felisa Deligencia 8. Bernadito Taguisa 9. Gina Gamao 10. Marilou Bedrijo Cash/Supply Section 11. Marife Rallos 12. Retchel Sumampong 13. Magnolia Pancho 14. Margarita Tejano 15. Josefina Tayag HRMO 16. Jocelyn Cutin 17. Helen Chatto 18. Marecyl Diacamio 19. Maximina Babiano 20. Melody Gutierrez	Duration of Overtime Work: June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019 June 22,23, 29-30, July 1, 6,7,13,14,20,21,22 2019								
<p>In exigency of services required to fasttrack the preparation of mid-year financial and budgetary reports including its supporting documents, compliance of audit findings and recommendations and to meet the deadline set by DBM, DEPED Regional Office and Commission on Audit (COA), the above names are hereby authorized to render overtime works subject to the following:</p> <ol style="list-style-type: none"> 1. That overtime work shall be rendered only after the authority to render overtime services has been issued. 2. That only such number of personnel is allowed to render overtime work but not to exceed 50% of the total welfare at any given time. 3. That overtime pay is compensated through a compensatory Day-Off. 4. That special logsheet is kept for this purpose by the Security Guard on duty. 	<table border="1"> <thead> <tr> <th>Days</th><th>No. of Hours</th></tr> </thead> <tbody> <tr> <td>Saturdays/Sundays & Holidays</td><td>8:00am to 8:30PM</td></tr> <tr> <td colspan="2">Basis of Overtime compensation:</td></tr> <tr> <td colspan="2">Compensatory Day-Off</td></tr> </tbody> </table>	Days	No. of Hours	Saturdays/Sundays & Holidays	8:00am to 8:30PM	Basis of Overtime compensation:		Compensatory Day-Off	
Days	No. of Hours								
Saturdays/Sundays & Holidays	8:00am to 8:30PM								
Basis of Overtime compensation:									
Compensatory Day-Off									

Approved:

NERI C. DIASTRO Ed.D, CESE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent