



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



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MEMORANDUM

TO : Division Finance Personnel (Accounting, Budget, Cashiering)
Supply Office Personnel
Finance Personnel of IUs and Non Ius


Subject : * Overtime Work

Date : December 20, 2019

In exigency of services required to fast track the processing of all financial transactions and to meet the deadline set by DBP, DBM, DEPED Regional Office and Commission on Audit (COA), the attached list of names are hereby authorized to render overtime works from December 21, 2019 to January 12, 2020 subject to the following:

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.



JOSEPH IRWIN A. LAGURA, Ph.D.
Schools Division Superintendent

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
TAGBILARAN CITY DIVISION
 City of Tagbilaran


REQUEST FOR OVERTIME WORK

DIVISION/SECTION	DepEd, Tagbilaran City Division						
Financial Services Division	Duration of Overtime Work:						
1. Michelle T. Sagaral	December 21, 2019 to January 12, 2020						
2. Julie A. Redillas	December 21, 2019 to January 12, 2020						
3. Gina E. Gamao	December 21, 2019 to January 12, 2020						
4. Rosalie A. Tambis	December 21, 2019 to January 12, 2020						
5. Ananias J. Sumaylo	December 21, 2019 to January 12, 2020						
6. Ellen S. Cesar	December 21, 2019 to January 12, 2020						
7. Felisa B. Deligencia	December 21, 2019 to January 12, 2020						
8. Bernadito T. Taguisa	December 21, 2019 to January 12, 2020						
9. Christian John L. Capon	December 21, 2019 to January 12, 2020						
10. Ruben Lorejo	December 21, 2019 to January 12, 2020						
11. Marilou C. Bedrijo	December 21, 2019 to January 12, 2020						
12. Retchel T. Sumampong	December 21, 2019 to January 12, 2020						
13. Maria Elena P. Bacus	December 21, 2019 to January 12, 2020						
14. Maria Flores P. Veloso	December 21, 2019 to January 12, 2020						
15. Venancio Lauron	December 21, 2019 to January 12, 2020						
Cash/Supply Section							
10. Marife C. Rallos	December 21, 2019 to January 12, 2020						
11. Lady May P. Karaan	December 21, 2019 to January 12, 2020						
12. Japhet A. Revereal	December 21, 2019 to January 12, 2020						
13. Margarita L. Tejano	December 21, 2019 to January 12, 2020						
14. Josefina B. Tayag	December 21, 2019 to January 12, 2020						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Days</td> <td style="width: 50%;">No. of Hours</td> </tr> <tr> <td>Weekdays:</td> <td>5:30pm to 8:30PM</td> </tr> <tr> <td>Saturdays/Sundays & Holidays</td> <td>8:00am to 8:30PM</td> </tr> </table>	Days	No. of Hours	Weekdays:	5:30pm to 8:30PM	Saturdays/Sundays & Holidays	8:00am to 8:30PM
Days	No. of Hours						
Weekdays:	5:30pm to 8:30PM						
Saturdays/Sundays & Holidays	8:00am to 8:30PM						
	Basis of Overtime compensation: Compensatory Day-Off						

Requested by:


MICHELLE T. SAGARAL, CPA, MM
 Accountant III

Approved:


JOSEPH IRWIN A. LAGURA, Ph.D.
 Schools Division Superintendent