



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

November 19, 2025

OFFICE ORDER  
OSDS-2025- 285

To: BRENDALOU D. ARANCANA, Administrative Officer IV  
MARIA MAXIMINA L. BABIANO, Administrative Assistant III  
MARIANNE P. CALIPES, Administrative Assistant III

**AUTHORITY TO RENDER OVERTIME SERVICES**

1. In the exigency of the service, you are hereby ordered to work overtime from November 22, 2025 to November 23, 2025 in order to meet the scheduled deadlines for the submission of required documents for Reclassification of Teachers and Principals .
2. Claims for payment of OT services rendered shall be supported by the following:
  - a) Request for Authority to render OT Services stating the purpose for rendering OT services, List of Employees to include the names, position, and assigned tasks and justification on the necessity of OT services;
  - b) Daily Time Records; and
  - c) Accomplishment Report for the actual work done during OT.
3. For information, guidance, and compliance.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/ADMIN/atm



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