



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

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RECORDS SECTION
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Date: 01-04-2022
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January 4, 2022

DIVISION MEMORANDUM
 No. 001, s. 2022

AUTHORITY TO RENDER OVERTIME

To: Assistant Schools Division Superintendent
 Accounting Unit
 Budget Unit
 Cash Unit

1. In line with the deadline of Year End Reports on January 17, 2022, the following personnel from the units earlier mentioned are directed to render overtime services from January 4-17, 2022.

Accounting Unit

MA. LOURDES M. QUESADA
 MARY JANE D. CABRERA
 ICY F. LABASANO
 LYNDEE M. SAGARAL
 MIAH TRIZZA M. BONITA
 MARY GRACE S. BANZON
 JESSA MAE T. SAAVEDRA

Budget Unit

LILLI ANN R. SIASON
 PRECIOUS MAE C. GAQUIT
 SUZETH R. SERNICULA
 IVY JOY S. TIJOL

Cash Unit

ROWENA M. INUTAN
 ROWENA R. MARAVILLOSA
 SARA FAITH M. OPIANA

BIR for 2316 preparation (deadline February 2022)

January 14-February 28, 2022

JOSIE LINTUAN
 AMIE GRACE FERNANDEZ

2. The aforementioned personnel are entitled to claim Compensatory Time Off (CTO) for the services rendered as per CSC-DBM Joint Circular No. 2-A, series of 2005 entitled "Non-Monetary Remuneration for Overtime Services Rendered.
3. For immediate and wide dissemination.

DEE D. SILVA, DPA, CESO V
 Schools Division Superintendent

For The Schools Division Superintendent:

[Signature]
REBECCA C. SAGOT
 Assistant Schools Division Superintendent

