



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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Office of the Schools Division Superintendent

29 Jun 2022

DIVISION MEMORANDUM  
 No. 837, s.2022

**AUTHORITY TO RENDER OVERTIME SERVICES**

To: Assistant Schools Division Superintendent  
 Administrative Office  
 Personnel Section  
 All Others Concerned

- In line with the ongoing preparation for the establishment of Schools Division Office Payroll Services Unit (PSU) and accomplishment of urgent reports, all identified personnel are directed to render overtime services on July 1, 2022.

SHERIAN B. ALMOMENTO	JIEZL LOUISE H. JAMANDRE
MARY GRACE B. BAJADE	JUN REY A. JIMENA
ROMA Q. BERJA	RICA LAY VERONICA S. NECESARIO
JOANNA MARI C. BORBON	FILIPINAS L. MACASO
NIKKI C. CASTOR	NILA D. MENDOZA
ROSALINDA N. DIONIO	RIZALYN I. PALIMA
JENNY A. DORIA	MARSEILLE M. QUESADA
ELMA B. ENRICO	ALBERTO A. SUMAOY JR.
RELYN B. GALLARDO	CRYSTAL FAYE SUMATRA
FLOURIMAE A. HANGAD	KRISTINE MARIE G. SUMAYANG
JEAN CLODETTE B. INCOG	

- The 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."
- For compliance.

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

