



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

Office of the Schools Division Superintendent

July 20, 2023

OFFICE MEMORANDUM
OSDS-2023-0244

AUTHORITY TO RENDER OVERTIME SERVICES

To: Assistant Schools Division Superintendent
All Concerned Personnel

1. In line with the updating of the Division Payroll Services Unit (DPSU) Tax adjustments to all Division personnel and initial evaluation of all application documents for promotion and reclassification, listed below are the identified personnel authorized to render overtime services for the period of July 20, 2023 up to August 31, 2023.

Rosalinda N. Dionio, AO V	Shiela Marie Flores, ADAS III
Relyn B. Gallardo, AO IV	Jun Rey A. Jimena, AO II
Roma Q. Berja, AO II	Jiezl Louise Jamandre, AO II
Jenny A. Doria, AO II	Eldito C. Loquinio, AO II
Nila D. Mendoza, ADAS III	

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 the information and guidance of the concerned personnel.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

