



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023-0278

TO: ALL ACCOUNTING UNIT PERSONNEL
ALL BUDGET UNIT PERSONNEL
ALL CASH UNIT PERSONNEL

SUBJECT: **RENDERING OF OVERTIME WORKS ON REGULAR DAYS AND SATURDAYS AND SUNDAYS FOR THE MONTHS OF NOVEMBER and DECEMBER IN CY 2023 AND JANUARY and FEBRUARY IN CY 2024**

DATE: October 24, 2023

1. The Accounting Year 2023 is about to end and a huge number of Financial Reports for submission to **DepEd RO XI, Commission on Audit (COA), Department of Budget and Management XI (DBM XI), Bureau of Internal Revenue (BIR)** will be prepared by the three (3) Units for submission on **January and February 2024**.
2. With this development, all personnel of the three (3) units are encouraged to perform overtime works so that accurate reports can be submitted before or on the due dates.
3. If warranted, you can be paid in cash or compensatory time off to be computed at 25% increment during regular days and 50% increment during holidays, Saturdays and Sundays.
4. Submission of a Monthly Accomplishment Report during months where overtime works are rendered is required from each of the group.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent 

Accntng/mlmq

