



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

OFFICE MEMORANDUM

OSDS-2024 - 0207

AUTHORITY TO RENDER OVERTIME SERVICES

To: MA. JENNIFER P. PIODOS, Accountant II – Accounting
 LIZBETH R. VALENCIA, AO II – Accounting
 JOCELYN VERIÑA, AO II – Accounting
 KEVIN SAMSON, AO II – Accounting
 MARIA ESTRELLITA D. CALIDGUID, AO II – Accounting
 IREEN SAYCON, AO II -Accounting
 KAREN I. CUAJAO, AO II – Accounting
 JULIUS PAUL PARTOSA, AO II – Accounting/Budget
 MARIA SUZETTE N. CATUBAY, ADAS III – Accounting
 RIMJUS BRITON DELARA, ADAS III – Accounting
 LADY JANUARY J. CATAN, ADAS II – Accounting
 ROMANITO VISITACION, ADAS II – Accounting
 ROSEMARIE E. CIMA FRANCA, ADA I – Accounting
 LYDIA D. CACAS, Budget Officer III – Budget
 LOREFE S. VENTURA, AO II, Budget
 REZALYN M. REVIDAD, ADAS III – Budget
 NICKO P. TUBALLA, ADAS III – Budget
 REGINE F. SALCEDO, ADAS III - Budget

1. In the exigency of the service due to the numerous reports to be submitted during the Regional Seminar/Workshop on the Preparation of CY 2023 Year-End Financial Reports, the forenamed personnel are hereby authorized to render Overtime Services (OT) for task which cannot be accomplished within the regular working hours in accordance with the provisions of *Joint Circular No. 1, s. 2015 of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), and DepEd Order No. 30, s. 2016 re: Policies and Guidelines on Overtime Services & Payment in the Department of Education* effective January 6, 2024, to January 7, 2024. This is to expedite the submission of the consolidated financial and budgetary reports on time, which was also required by the regional office, earlier than expected.

- The Over Time services to be rendered by an employee for regular workdays more than his/her eight-hour work schedule shall be at least two (2) hours and shall be until 9:00 p.m. only (regular days/weekdays).
- Those rendered during Saturdays, Sundays and Holidays or Non- Working Days to start at 8:00 am up to 9:00 pm only.
- The following breaks should be observed during OT services.

Regular Days/Weekdays	Weekdays/Holidays
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10 JAN 2024



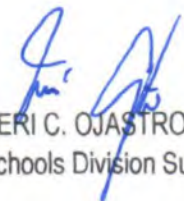
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One (1) hour dinner break after 3 hours of continuous OT service	Lunch Break 12nn to 1pm
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- Claims for the payment of Overtime Services rendered shall be supported by the following:
 - Request for Authority to render OT Services stating the purpose for rendering OT Services, List of Employees and Justification on the necessity of OT Services
 - Daily Time Records
 - Monthly Individual Accomplishment Report for the actual work done during OT
2. Please be informed that you are required to log in and log out using **BIOMETRICS**.
 3. Payment of overtime services shall be chargeable against Personnel Services funds subject to the usual accounting and auditing rules and regulations.
 4. For guidance and strict compliance


NERI C. OJASTRO, EdD, CESO V
Schools Division Superintendent

NCO/NLR/MKP/JMA/JPP/LDC
January 5, 2024



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