



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

OFFICE MEMORANDUM
OSDS-2024- 0034

AUTHORITY TO RENDER OVERTIME SERVICES

To: LIZBETH R. VALENCIA, AO II – NOHS
KEVIN SAMSON, AO II – Sibulan 1 District
KAREN I. CUAJAO, AO II – Valencia District
IREEN P. SAYCON, AO II – Sibulan 1 District
MARIA SUZETTE N. CATUBAY, ADAS III – Accounting
CHRISTIE E. RONDA, ADAS III – Accounting

1. In the exigency of the service due to the considered extended deadline by the Bureau of Internal Revenue (BIR) – RDO 079 on the submission of Ammended BIR Form1604C on April 30, 2024, you are hereby requested to render overtime services on April 20-30, 2024.
2. Your specific scope of work are the following:
 - a. To attach TIN of personnel in the DAT File/ system of BIR *Extract/Generate excel file of BIR Form 2316 per personnel from the DAT file;
 - b. To attach signature of the corresponding signatories of the Form 2316; and
 - c. To convert to PDF file the existing excel file of 2316 and rename it accordingly.
3. You are to start at 8::00am and end not beyond 9:00 pm. Lunch break is 12noon to 1:00 pm.
4. Please be informed that you are required to login and log out using **BIOMETRICS**.
5. Payment of overtime services shall be chargeable against Personnel Services funds subject to the usual accounting and auditing rules and regulations.
6. For guidance and compliance.


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

29 APR 2024



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