



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

OFFICE MEMORANDUM  
OSDS-2024- 0296

**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  
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 20-21, 2024 (Saturday and Sunday).
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

4/22/24

8

22 APR 2024



Kagawasan Ave., Capitol Area, Daro, Dumaguete City, Negros Oriental  
Telephone Number: (035) 225 2376 / 225 2838 / (+63) 915 363 3662

 DepEd Tayo SDO Negros

 [www.depednegor.net](http://www.depednegor.net)