



Republic of the Philippines
Department of Education
REGION XI
City Schools Division of Digos




Office of the City Schools Division
Superintendent

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MEMORANDUM No.: 308

TO : FINANCE AND BUDGET PERSONNEL

FROM :  **DEE D. SILVA, DPA, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge

DATE : November 13, 2015

SUBJECT : Authority to Render Overtime



In connection with the closing of books for CY 2015, updating of reports and the fast tracking of downloading of funds to schools, you are hereby authorized to render overtime for the period November 16, 2015 to December 31, 2015 from 6:00PM to 8:00PM during regular working days and during Saturdays, Sundays and Holidays.

Employees who are late on regular working days and absent during Fridays shall not be authorized to render overtime services after office hours and Saturdays (immediately following the said Fridays), respectively. Likewise, employees who are late and/or absent at least three (3) times in a week shall not be authorized to render overtime services on the immediately following Saturday. This is to ensure that employees are not rendering overtime services for the primary reason to finish their backlog due to their absences, tardiness or undertimes on regular days.

Payment of overtime services rendered on Saturdays, Sundays and Holidays shall not exceed eight (8) hours and shall be limited to 8:00 AM to 5:00 PM. Overtime work on a non-working day rendered for less than four (4) hours shall not be paid. The period 12:00NN to 1:00PM is considered non-working hour for the purpose of payment of overtime.

Employees shall not be allowed to render overtime services without the Section Chief or the Administrative Officer V who are likewise tasked to monitor their works/activities.

For your information and compliance.