

**City Schools Division of Digos**Office of the City Schools Division
8396
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-

Fax No. (082) 553-8396

DIVISION MEMORANDUM
NO. 349, s. 2016

TO: **MYHARRA FAYE LL. BONTIA**
HELENA O. SOLON

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

SUBJECT: **AUTHORITY TO RENDER OVERTIME**

DATE: July 8, 2016

In connection with the urgent needs of the Records Section to harmonize and improve its filing and recording systems, you are hereby authorized to render overtime services for the period July 9, 2016 to August 31, 2016 (Saturdays, Sundays and Holidays) from 8:00 am to 5:00 pm.

The granting of incentives pertaining to the overtime services and overtime pay shall be based on the Policies and Guidelines pursuant to the provisions of Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2015 dated November 21, 2015.

For your information and compliance.

DepEd Schools Division of Digos

RELEASED
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Date: JUL 08 2016 Time: 5:19

By: