




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**

No. 564, s. 2016

To : **Analiza C. Almazan**  
**Myleen C. Robiños**  
**Juvy A. Comaingking**  
**Marcelino E. Ranollo, Jr.**  
**Renante A. Pantonial**  
**Waben K. Dimsoy**  
**Masaripe V. Onggo, Jr.**  
**Romeo Jairal**  
**Ricardo V. Vendiola**

From :   
**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent

Subject: **Authority to Render Overtime**

Date : **September 27, 2016**

1. In connection with the in-house reproduction of Grades 5 and 11 Learning Resources and to comply with the schedule of distribution of the said LRs which is within the month of October, you are hereby authorized to render overtime for the period, October 1-31, 2016 from 6:00PM to 9:00PM during regular working days and during Saturdays, Sundays and Holidays.
2. Policies and Guidelines on overtime services and overtime pay shall be based on DepEd Order No. 30, s. 2016.
3. Attached is a photocopy of DepEd Order No. 30, s. 2016 for your ready reference.
4. For your information and compliance.

DepEd Schools Division Office - Digos

**RELEASED**  
9273  
Date: OCT 05 2016 TIME: 8:00  
By: 