DIVISION MEMORANDUM
No. 544, s. 2016

To: Analiza C. Almazan
   Myleen C. Robiños
   Juvy A. Comoingking
   Marcelino E. Ranollo, Jr.
   Reneante A. Pantonal
   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

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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 LRIs 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.