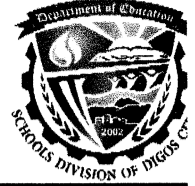





Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM

No. 694, s. 2016

To : **Analiza C. Almazan**
Myleen C. Robiños
Juvy A. Comaingking

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

Subject: **Authority to Render Overtime**

Date : **November 9, 2016**

1. In connection with the reproduction of Learning Resources (LRs) for Multigrade Schools and with the preparation of the year-end reports of the Bids and Awards Committee (BAC) to be submitted in the Office of the Commission of Audit (COA), you are hereby authorized to render overtime for the period, November 9-30, 2016 from 6:00PM to 9:00PM during regular working days and 8:00AM to 5:00PM 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 of Digos

RELEASED
10620
Date: **NOV 14 2016** Time: **9:07**
By: 