DIVISION MEMORANDUM
No. 451, s. 2016

To: Analiza C. Almazan
    Myleen C. Robinos
    Juvy A. Comaingking
    Renante A. Pantonial
    Marcelino E. Ranollo, Jr.
    Waben K. Dimsoy
    Masapire V. Onggo, Jr.
    Ricardo V. Vendiola

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

Subject: Authority to Render Overtime

Date: August 17, 2016

1. In connection with the in-house reproduction and distribution of Grades 5 and 11 Learning Resources, you are hereby authorized to render overtime on August 26, 2016 from 6:00PM to 8:00PM; August 27, 2016 (Saturday) and August 29, 2016 (National Heroes Day-Public Holiday).

2. Policies and Guidelines on overtime services and overtime pay shall be based on DepEd Order No. 30, s. 2016.

3. Attached are the copies of Timeline, Manpower Schedule for Overtime and DepEd Order No. 30, s. 2016 for your ready reference.

4. For your information and compliance.
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Prepared by: Myleen C. Robiños
PDO II-LRMDS

Noted by: Analiza C. Almazan
LRMDC Manager

Approved by: Dee D. Silva, DPA, CESO VI
Schools Division Superintendent