





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



**DIVISION MEMORANDUM**

No. 459, s. 2016

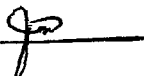
To : **Romeo M. Jairal** 

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

Subject: **Additional Manpower to Render Overtime**

Date : **August 18, 2016**

1. The Office of Learning Resources Management and Development System is currently doing the in-house reproduction and distribution of Grades 5 and 11 Learning Resources.
2. In connection with this, 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).**
3. Policies and Guidelines on overtime services and overtime pay shall be based on DepEd Order No. 30, s. 2016.
4. Attached are the copies of Timeline, Manpower Schedule for Overtime and DepEd Order No. 30, s. 2016 for your ready reference.
5. For your information and compliance.

DepEd Schools Division Office - Digos  
**RELEASED**  
7736  
Date: **AUG 19 2016** Time: **10:25 AM**  
By: 

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 553-8396/553-8376/553-9170/553-8375

553-8396/553-8376 [www.depeddigoscity.org](http://www.depeddigoscity.org) [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)

**Reproduction of Activity Sheets (1550 copies)  
Manpower Schedule for Overtime**

Date	Day 8 (Aug 26,2016)	Day 9 (Aug 27,2016)	Day 10 (Aug 29,2016)
No. of Hours	2 hours	8 hours	8 hours
<b>Persons Involved</b>	Renante A. Pantonial Marcelino E. Ranollo, Jr. Waben K. Dimsoy Analiza C. Almazan Juvy A. Comaingking Myleen C. Robiños Romeo M. Jairal	Renante A. Pantonial Marcelino E. Ranollo, Jr. Masaripe V. Onggo, Jr. Ricardo V. Vendiola Juvy A. Comaingking Myleen C. Robiños Romeo M. Jairal	Marcelino E. Ranollo, Jr. Masaripe V. Onggo, Jr. Ricardo V. Vendiola Waben K. Dimsoy Analiza C. Almazan Juvy A. Comaingking Romeo M. Jairal Myleen C. Robiños

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