



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



Division Memorandum No. 540 s. 2016

TO: **AIRON M. ALEJANDRO**
 Planning Officer III

FROM: *[Signature]*
DEE D. SILVA, DPA, CESO VI
 Schools Division Superintendent

SUBJECT: AUTHORITY TO RENDER OVERTIME

DATE: September 22, 2016

In connection to the Enhanced Basic Education Information System (EBEIS) submission and validation for the Beginning of School Year (BOSY) 2016 – 2017, you are hereby authorized to render overtime services as stipulated in item I.b. of DepEd Order 52, s. 2016 states “To meet the target schedules all personnel involved in the LIS and EBEIS in all public schools, district, division, and regional offices are allowed to render overtime (OT) services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules.”

In line with this, you may render overtime for the period September 22, 2016 to October 9, 2016 from 6:00PM to 9:00PM during regular working days and during Saturdays, Sundays and Holidays.

For your information and compliance.

DepEd Schools Division of Digos
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 Date: SEP 22 2016 Time: 4:05 PM
 By: *[Signature]*

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