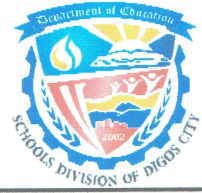




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 036-D s. 2018

January 11, 2018

MEMORANDUM

TO: **ALELI CHIONG**  
**ALNIE FE YMALAY**  
**GUY MARAASIN**  
**ETHEL CALVA**  
**VINCENT ZAMBRA**

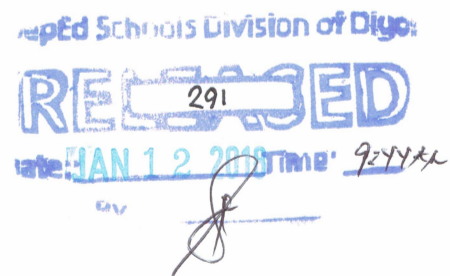
SUBJ.: Authority to Render Overtime Services

In connection with the submission of the Notice of Salary Adjustment to the Regional Office IX as per Executive Order No. 201 and as per DBM Circular 572 dated January 3, 2018, Implementation of the 3rd tranche Compensation Adjustment, you are hereby authorized to render overtime services on the dates stipulated on the Program of Activities attached.

Policies and Guidelines on overtime services and overtime pay shall be based on the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 s. 2015, dated November 25, 2015.

For your information and compliance

**WINNIE E. BATOON, EDD**  
Officer-In-Charge  
Office of the Schools Division Superintendent





Republic of the Philippines  
 Department of Education  
 Region XI  
 Schools Division of Digos City



Program of Activities for Overtime

NO.	Name	Dates	Purpose	Target
1	Aleli M. Chiong	Jan. 13, 2018 Sat.	1.Prepare, Print, Photocopy & Sort NOSA. 2.Update HRIS	50 Teachers/ day
2	Alnie Fe V. Ymalay			
3	Ethel D. Calva			
4	Vincent S. Zambra			
	TOTAL			200 personnel
1	Alnie Fe V. Ymalay	Jan. 14, 2018 Sun.	1.Prepare, Print, Photocopy & Sort NOSA. 2.Update HRIS	50 Teachers/ day
2	Ethel D. Calva			
	TOTAL			100 personnel
1	Aleli M. Chiong	Jan. 20, 2018 Sat.	1.Prepare, Print, Photocopy & Sort NOSA. 2.Update HRIS	50 Teachers/ day
2	Alnie Fe V. Ymalay			
3	Ethel D. Calva			
4	Guy R. Mara-asin			
5	Vincent S. Zambra			
	TOTAL			250 personnel
1	Alnie Fe V. Ymalay	Jan. 21, 2018 Sun.	1.Prepare, Print, Photocopy & Sort NOSA. 2.Update HRIS	50 Teachers/ day
2	Ethel D. Calva			
	TOTAL			100 personnel
1	Alnie Fe V. Ymalay	Jan. 27, 2018 Sat.	1.Prepare, Print, Photocopy & Sort NOSA. 2.Update HRIS	50 Teachers/ day
2	Ethel D. Calva			
3	Guy R. Mara-asin			
4	Vincent S. Zambra			
	TOTAL			200 personnel
1	Alnie Fe V. Ymalay	Jan. 21, 2018 Sun.	1.Prepare, Print, Photocopy & Sort NOSA. 2.Update HRIS	50 Teachers/ day
2	Ethel D. Calva			
	TOTAL			100 personnel
1	Alnie Fe V. Ymalay	Feb. 3, 2018 Sat.	1.Prepare, Print, Photocopy & Sort NOSA. 2.Update HRIS	50 Teachers/ day
2	Ethel D. Calva			
3	Guy R. Mara-asin			
4	Vincent S. Zambra			
	TOTAL			200 personnel
	Grand Total			1,150 personnel