


**City Schools Division of Digos**Office of the City Schools Division
8396**Superintendent**

Tel. No. (082) 553-8375; 553-8376; 553-

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DIVISION MEMORANDUMNO. 088,s. 2016

**TO: MYHARRA FAYE LL. BONTIA
HELENA O. SOLON**

**FROM: 
DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge**

SUBJECT: AUTHORITY TO RENDER OVERTIME

DATE: February 12, 2016

In connection with the urgent needs of the Records Section to harmonize and improve its filing and recording systems, you are hereby authorized to render overtime services for the period February 13, 2016 to March 31, 2016 (Saturdays, Sundays and Holidays) from 8:00 am to 5:00 pm.

The granting of incentives pertaining to the overtime services and overtime pay shall be based on the Policies and Guidelines pursuant to the provisions of Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2015 dated November 21, 2015.

For your information and compliance.

