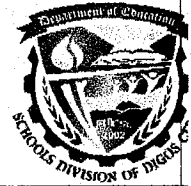




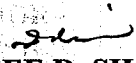
Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM

No. 457, s. 2016

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

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

Subject: **Authority to Render Overtime**

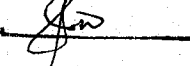
Date : **August 17, 2016**

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.

DepEd Schools Division of Digos

RELEASED
7646

Date: **AUG 18 2016** Time: **8:45 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 ✉ 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 |
| Persons Involved | Renante A. Pantonial Marcelino E. Ranollo, Jr. Waben K. Dimsoy Analiza C. Almazan Juvy A. Comaingking Myleen C. Robiños | Renante A. Pantonial Marcelino E. Ranollo, Jr. Masaripe V. Onggo, Jr. Ricardo V. Vendiola Juvy A. Comaingking Myleen C. Robiños | Marcelino E. Ranollo, Jr. Masaripe V. Onggo, Jr. Ricardo V. Vendiola Waben K. Dimsoy Analiza C. Almazan Juvy A. Comaingking Myleen C. Robiños |


Prepared by


MYLEEN C. ROBIÑOS
 PDO II-LRMDS

Noted by:


ANALIZA C. ALMAZAN
 LRMDQ MANAGER

Approved by


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