

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




Office of the City Schools Division Superintendent

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Division Memorandum No. 813, s. 2016

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

FROM: 
NORELIZA A. MHSAL, CPA
Accountant III


SUBJECT: **AUTHORITY TO RENDER OVERTIME**

DATE: **December 29, 2016**

In view of the forth coming yearend closing, this end would like to request for authority to render overtime for the Accounting and Budget Sections for the period covered January 1-31, 2017 from 6:00 PM to 9:00 PM during regular working days and during Saturdays, Sundays and Holidays to be able to attend to the liquidation reports of school heads and to cope with the voluminous reports required under COA Circular No. 2015-007 dated October 22, 2016 prescribing the Government Accounting Manual for use of all National Government agencies.

Approval is earnestly requested.

Approved:


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

DepEd Schools Division of Digo:

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Date: **DEC 29 2016** Time: **12:58 PM**
By: 