




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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024-220

To : **ROTSEN RAY N. GAYUD**  7/3/24  
Administrative Assistant III

Subject : **DIRECTIVE TO REPORT TO OFFICE / RENDER  
OVERTIME ON JULY 1, 2024**

Date : July 01, 2024

1. In relation to Project No. 24-06-068 or the Procurement of Catering Services and Supplies for the Development of Lesson Scripts and Monitoring and Evaluation Activities for the National Reading Program (NRP), National Mathematics Program (NMP), and Catch-Up Fridays, this office directs you to report to office, today, 1<sup>st</sup> July 2024, to process said project/transaction.
2. This special memorandum is hereby executed as July 1, 2024 is a special non-working holiday in the province of Davao del Sur, in celebration of its 57<sup>th</sup> Founding Anniversary.
3. For Overtime Pay or Compensatory Overtime Credits (COC) claim, please coordinate with the Human Resource Management Office.
4. For strict compliance.

  
**MELANIE P. ESTACIO, CESO VI**  
OIC – Schools Division Superintendent

Schools Division Office of Digos City  
RECORDS SECTION  
**RECEIVED**  
24-127797  
DATE: JUL 03 2024 TIME: 9:42 am  
BY: 