



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 OSDS-2025- 062

To : Budget & finance personnel
 Christine Joy A. Salomon- Accountant I
 Danilo M. Ebol, Jr.- AO II
 Narylhind B. Lacid- AO II
 Mary Sol S. Rosalita- AO II

Subject : **OVERTIME FOR CY 2024 REPORTS**

Date : January 2, 2025

In view of the upcoming deadlines for CY 2024 reports to be submitted to COA, DepEd ROXI and DBM, you are hereby authorized to render overtime services for the period of January 2-13, 2024.

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

Attached is the approved request letter, list of personnel and the assigned task for your ready reference.

For information, guidance and compliance.

For and in the absence of
 Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: JAN 02 2025 TIME: 7:41
 BY: [Signature]



Address: Roxas cor Lopez Jaena Street, Zone II, Digos City (8002)
 Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

December 17, 2024

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent
Schools Division of Digos City
Digos City, Davao del Sur

Madam:

Isang MATATAG na araw!

This end would like to request overtime for a maximum of three (3) hours during weekdays; and a maximum of eight (8) hours during weekends for the period January 2-13, 2025 of the various personnel of the Budget and Finance Section to prepare the necessary reports to meet the deadlines for submitting annual financial reports come January 15, 2025 to the Department of Education - Regional Office XI and the Commission on Audit.

We shall observe the guidelines stipulated under DepEd Order No. 30 s. 2016 re: Policies and Guidelines on Overtime Services and Payment in the Department of Education.

Attached is the list of personnel and assigned tasks for your ready reference.

May this request be afforded favorable consideration.

Very truly yours,

NEPTUNE L. TAMBILAWAN
Administrative Officer V-Budget

BONAFE CATHRINE B. RABAYA
Administrative Officer II

Approved:

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent





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SCHOOLS DIVISION OF DIGOS CITY

NAME OF PERSONNEL	POSITION	EXPECTED OUTPUT/FUNCTION
BONAFE CATHRINE RABAYA	Administrative Officer II / ISAAC ABALAYAN ES	Verification of liquidation documents of schools; review Schedule of Cash advances, prepare MOOE downloading report
ETHEL CALVA	Administrative Assistant III	Verification of liquidation documents of schools; tagging of liquidation in the MOOE online
NARELHIND BAROTOC-LACID	Administrative Assistant II / SOONG ES	Assist/ Prepare Provident Fund Year-End Reports
DANILO EBOL, JR.	Administrative Officer II / DAMNAS ES	Verification of liquidation documents of schools
MARY SOL ROSALITA	Administrative Officer III/ San Miguel ES	Update tax workingpaper for December 2024 for remittance to BIR, Prepare tax Alphalist for 1604E and 1604CF, and update data for BIR form 2316.
ETHEL TABALBA	Administrative Assistant II	Update and reconcile data in the Enhanced Financial Reporting System; Prepare Financial Accountability Reports, Bank Reconciliation Statements and record liquidation reports.
JAYSON GEBANA	Administrative Assistant II	Verification of liquidation of assigned schools; update Summary of Liquidation and Withholding Tax Working paper of Suppliers
MICHELLE DE GUIA	Administrative Assistant III	Prepare Accounts payable for book up
RENANTE PANTONIAL	Administrative Assistant III	Scanning of paid Disbursement Vouchers (DVs); verify paid DVs for submission to COA
JOHN PAUL CAMINGAWAN	Administrative III	Finalize EFRS, encode checks & ADA number. Finalize withholding of tax
CHRISTINE JOY A. SALOMON	Accountant I	Reconcile property, plant and equipment report, prepare General and Trust Funds financial statements, notes to Financial Statements, and other yearend financial reports
NEPTUNE TAMBILAWAN	Administrative Officer V	Update of status of funds, review and verify Financial Accountability Reports; and prepare year-end financial reports
LEA NIÑA TAMBILAWAN	Administrative Assistant I	Prepare data for the Flash Report, Update Disbursements data on the BMS, Consolidate Financial Accountability Reports.

