



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

28 September 2022

DIVISION MEMORANDUM

No. 402, s. 2022

AUTHORITY TO RENDER OVERTIME SERVICES

To: Cynthia O. Dalman
Administrative Officer IV

Junnefe C. Jaralve
Administrative Assistant III

Amythyst Faith O. Diao
Administrative Officer II

Charmaine Marie S. Cagandahan
Administrative Officer II

Jhonalyn D. Macapañas
Administrative Officer II

1. In line with our preparation of Evidence Requirements and submission of our PRIME-HRM Agency Action Plan to the Civil Service Commission on October 14, 2022, you are directed to render Overtime Service on October 8-9, 2022 (8:00 AM to 5:00 PM) to ensure that all necessary documents are complied.
2. Anent this, you are entitled to claim Compensatory Time-Off (CTO) for the services you rendered as per CSC-DBM Joint Circular No. 2-A, series of 2005 entitled "Non-Monetary Remuneration for Overtime Services Rendered".
3. Immediate dissemination of this memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

