



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

Office of the Schools Division Superintendent

August 29, 2025

**DIVISION MEMORANDUM**

OSDS-2025- 568

**OVERTIME AUTHORIZATION / ACKNOWLEDGMENT**

To: Nancy F. Tangcalagan  
Jidelle G. Garcia  
May Ann B. Laput

1. In view of the full implementation of the submission of Disbursement vouchers on prior years, submission of APP-CSE and considering the volume of workloads to be undertaken due to the increasing number of daily transactions, you are hereby directed to render overtime work on August 30-31, 2025.
2. You are also directed to submit your output after the overtime has been rendered to support your claim for Compensatory Overtime Credits (COC)s or overtime pay whichever is applicable at the time of claim pursuant to CSC-DBM JC No. 02, s 2015 and subject to the usual accounting, budgeting and auditing rules and regulations.
3. For information, guidance and compliance.

**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent

