



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- 582

OVERTIME AUTHORIZATION/ACKNOWLEDGMENT

To: Nancy F. Tangcalagan
Arni G. Jauculan
Marielle C. Jumuad
Eirene A. Oracion
Susan Inding

1. In view of the full implementation of the submission of Disbursement vouchers on prior years and current year, preparation of payroll for regular and supplemental, preparation of tax adjustment computation 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 September 5, 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

