



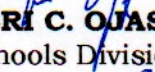
Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

INTER-OFFICE MEMORANDUM

OSDS-IM-2023- 68

TO : **ANNABELLE R. RAMIREZ** – ADAS III
KAREN JOY I. CUBALAN – ADAS III
MARSHA D. RUIZ - ADA I

FROM :  **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent

SUBJECT : **TO RENDER OVERTIME SERVICE**

DATE : September 15, 2023

In support to the application of 5S method in the workplace, you are hereby directed to render overtime service on **September 16, 2023** (Saturday), to do clean-up and organize documents.

The non-teaching personnel shall be entitled to Compensatory Overtime Credit (COC) per DepEd Order No. 53 s. 2003 on the Updated Guidelines on the Grant of Vacation Service Credits to Teachers and with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration of Overtime Services Rendered.

This memorandum serves as **Travel Order**.

For the information and compliance of all concerned.

15 SLP 2023



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