



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 Schools Division of Negros Oriental

OFFICE MEMORANDUM  
 OSDS-2023 -103

**AUTHORITY TO RENDER OVERTIME SERVICES**

- To: MA. JENNIFER P. PIDOS, Accountant II – Accounting  
 LIZBETH R. VALENCIA, AO II – Accounting  
 JOCELYN VERIÑA, AO II – Accounting  
 KEVIN SAMSON, AO II – Accounting  
 MARIA ESTRELLITA D. CALIDGUID, AO II – Accounting  
 IREEN SAYCON, AO II -Accounting  
 KAREN I. CUAJAO, AO II – Accounting  
 JULIUS PAUL PARTOSA, AO II – Accounting/Budget  
 MARIA SUZETTE N. CATUBAY, ADAS III – Accounting  
 RIMUS BRITON DELARA, ADAS III – Accounting  
 LADY JANUARY J. CATAN, ADAS II – Accounting  
 ROMANITO VISITACION, ADAS II – Accounting  
 ROSEMARIE E. CIMA FRANCA, ADA I – Accounting  
 LYDIA D. CACAS, Budget Officer III – Budget  
 LOREFE S. VENTURA, AO II, Budget  
 REZALYN M. REVIDAD, ADAS III – Budget  
 NICKO P. TUBALLA, ADAS III – Budget  
 REGINE F. SALCEDO, ADAS III - Budget

1. In the exigency of the service due to the limited number of remaining days to end the year, the forenamed personnel are hereby authorized to render Overtime Services (OT) for task which cannot be accomplished within the regular working hours in accordance with the provisions of *Joint Circular No. 1, s. 2015 of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), and DepEd Order No. 30, s. 2016 re: Policies and Guidelines on Overtime Services & Payment in the Department of Education* effective December 18, 2023, to December 31, 2023. This is to expedite the processing of various claims and payables to avoid invalidity of some allotment and lapsing of available NCA.

- The Over Time services to be rendered by an employee for regular workdays more than his/her eight-hour work schedule shall be at least two (2) hours and shall be until 9:00 p.m. only (regular days/weekdays).
- Those rendered during Saturdays, Sundays and Holidays or Non- Working Days to start at 8:00 am up to 5:00 pm only.
- The following breaks should be observed during OT services.

Regular Days/Weekdays	Weekdays/Holidays
One (1) hour dinner break after 3 hours of continuous OT service	Lunch Break 12nn to 1pm



Kagawasan Ave., Capitol Area, Daro, Dumaguete City, Negros Oriental  
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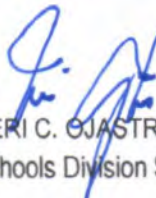
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- Claims for the payment of Overtime Services rendered shall be supported by the following:
  - Request for Authority to render OT Services stating the purpose for rendering OT Services, List of Employees and Justification on the necessity of OT Services
  - Daily Time Records
  - Monthly Individual Accomplishment Report for the actual work done during OT
  
- 2. Please be informed that you are required to log in and log out using **BIOMETRICS**.
  
- 3. Payment of overtime services shall be chargeable against Personnel Services funds subject to the usual accounting and auditing rules and regulations.
  
- 4. For guidance and strict compliance


  
NERI C. OJASTRO, EdD, CESO V  
Schools Division Superintendent


NCO/NLR/MKP/JMA/PP/LDC  
December 18, 2023



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