



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
 Superintendent**

OFFICE MEMORANDUM
 OSDS-2023-97

AUTHORITY TO RENDER OVERTIME SERVICES

- To: **JIAN A. DIAZ**, AO IV - HRMU
GEMMALYN V. AGUILAR, AO II - HRMU
JASON A. FERMIZA, AO II - HRMU
ANALOU G. SAGA, AO II - HRMU
ALIJANE MAE A. DUHAYLUNGSOD, ADAS III - HRMU
JOSEPHINE ELVIE R. MANGROBAN, ADAS III - HRMU
EMMAIDA B. SAGURAN, ADAS III - HRMU
CHRISTIN F. CAMACHO, ADAS II - HRMU
IRISH MAE B. BELEN, ADAS III - HRMU
MARIE STEPHANIE A. ALCALA, ADAS I - HRMU
ARIANNE MONTECINO, ADA VI - HRMU

1. In the exigency of the service and to fast track the processing and release of Hardship Allowance, Loyalty Pay, and Salary Differential which cannot be accomplished within the regular working hours at the Human Resource Management Unit (HRMU), the abovementioned personnel are hereby authorized to render Overtime Services (OT) 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 5, 2023 to December 31, 2023.

- The OT services to be rendered by an employee for regular work days in excess of 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.
- 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

06 DEC 2023



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
 Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



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- Claims for the payment of OT 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, CESE
Schools Division Superintendent

12/5/2023

NCO/NLR-MKP-JMA/AdS/LBY/jad
December 5, 2023



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