



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- 27

TO : **MARY ANN L. BALAMBAO**  
Administrative Aide I

FROM : **NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
5/1/23

SUBJECT : TO RENDER OVERTIME SERVICE

DATE : April 26, 2023

1. You are hereby directed to render overtime service on Monday, May 1, 2023 (Labor Day) to fast track the updating of Individual Provident Loan Index Card.
2. You are authorized to avail of non-monetary remuneration (*compensatory time-off*) for overtime services rendered.
3. For compliance.

NCO/As/LBY/jcadiante  


03 MAY 2023



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