



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- 44

TO : **LANI B. YURONG-AO V**
MARY ANN L. BALAMBAO- ADA I
JENNILENE G. CADIENTE-AO II
IVY ROSE A. OGABANG-AO II
JEDILISO N. CATALAN- ADA I
JOHANNA LANI O. BALACY-ADAS III

FROM : **NERI C. OJASTRO, EdD, CESE**
Schools Division Superintendent
6/27/23

SUBJECT : **TO RENDER OVERTIME SERVICE**

DATE : June 23, 2023

1. In support to the application of the 5S method in the workplace, You are hereby directed to render overtime service on June 28, 2023, Wednesday, Regular Holiday (Observance of EID'L ADHA-Proclamation No. 258) to do a clean-up and organize the documents in the Administrative Office.
2. You are authorized to avail of non-monetary remuneration (compensatory time-off) for overtime services rendered.
3. For compliance.

NCO/AdS/LBY/maryann
9

23 JUN 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph