



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 58,

TO : **NOEME J. BOCO
MARY ROSE T. VILLAVICENCIO
MARIE JEAN NANETTE F. BUENAFE
FE RIZALIND S. KILAT
MARICEL C. CORPIS
RODRIGO C. VENDIOLA
DAISYMI A. MONGCOPA
SUSHILA G. MECLA**

FROM : **NERIC. O. ASTRO, EdD, CESE
SCHOOLS DIVISION SUPERINTENDENT**
8/9/23

SUBJECT : **Authority to Render Overtime Services in the
Preparation of PBB CY 2021**

DATE : August 8, 2023

1. In the exigency of service, you are hereby authorized to render overtime services from August 8-11(5:00 to 7:00 pm), and Saturday August 12, 2023 to prepare for the downloading of the PBB 2021.
2. You are to be given Compensatory Time-Off (CTO) for the accumulated time rendered.
3. For your information and guidance.

NCO/MKP/JMA/NLR/NJB/MTV

09 AUG 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-0667 / 422-7644
Email Address:negros.oriental@deped.gov.ph