



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- 45

TO : **MARY ANN L. BALAMBAO- ADA I**

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

SUBJECT : **TO RENDER OVERTIME SERVICE**

DATE : June 16, 2023

1. In support to the application of the 5S method in the workplace, You are hereby directed to render overtime service on June 17, 2023, Saturday 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

23 JUN 2023



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