



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

MEMORANDUM TO:

OSDS-PER-UM-11-28-2022/mb1

TO : MARK LESTER V. URBANO, AO II, Caramoran North District
CHRISTINE LOUISE S. DE LEON, AO II, Caramoran North District
SARAH KAY B. SARMIENTO, AO II, Caramoran North District
MA. CARISSA M. GUERRERO, AO II, Caramoran North District
KORINA CARLA H. BASCO, AO II, Pandan East District
MA. CHRISTINA M. ALCANTARA, AO II, Pandan West District
(Thru the School Heads/PSDS)

In connection to the Unnumbered Memorandum OUF-2022-0042 from USEC Annalyn M. Sevilla dated January 24, 2022 re: Updated Datasets on Reported GSIS Premium Deficiencies for Reconciliation, you are hereby advised to assist in the preparation of reports effective December 1, 2022.

You are authorized to report on Saturdays and Holidays. Service rendered shall be given Compensatory Overtime Credit (COC) for the accrued number of hours rendered as provided in CSC & DBM Joint Circular No. 2, s. 2004

For information, guidance and strict compliance.

SUSAN S. COLLANO
Schools Division Superintendent



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