

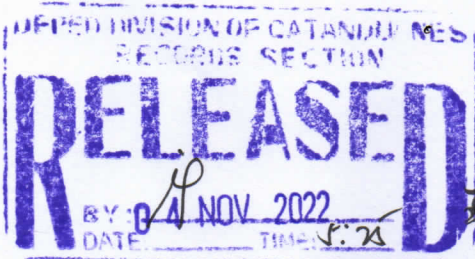


Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



Office of the Schools Division Superintendent

MEMORANDUM

TO : SDO PROPER EMPLOYEES

FROM: SUSAN S. COLLANO, CESO V
Schools Division Superintendent

SUBJECT: OVERTIME REPORTING

DATE: November 4, 2022

In view of the Onsite Assessment of the PRIME-HRM on November 9-10, 2022 by the Civil Service Commission, the Office/Section Heads, Administrative Aide I, Office Staff, jobbers, Education Program Supervisors, SGOD SEPS, and other personnel who may be requested by their heads, shall report tomorrow, November 5, 2022 to help in the preparations of the respective office and other needed assistance.

These employees shall be entitled to one day compensatory overtime credit pursuant to existing guidelines.

For the information and guidance of all concerned.

