



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**

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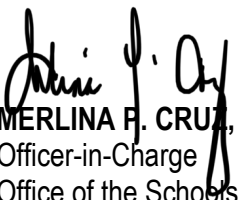
MEMORANDUM

To : MA. JIMA T. CADIZ, *Administrative Officer V*  
KARREN L. DAQUIZ, *Administrative Officer II*  
ELUISA I. ICANG, *Administrative Assistant III*  
MAY L. LADAO, *Administrative Assistant III*  
LAARNIE I. CATAHAN, *Administrative Assistant II*  
JOMEL V. POLICARPIO, *Administrative Assistant II*

DepEd SDO SJDMC  
**RELEASED**

**DEC 4 2020**

5:20 marie  
Records Section

From :   
**MERLINA P. CRUZ, PHD., CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

Subject : Authority to Render Overtime Service

Date : December 4, 2020

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In view of the number of procurements lodged to the Bids and Awards Committee, you are hereby authorized to render overtime services on December 5, 2020 and December 8, 2020, to reconcile and prepare documents and reports necessary to mobilize the procurement as well as its payment.

You are therefore entitled to overtime pay pursuant to Book III Article 87 of the Labor Code of the Philippines and CSC, COA and DBM Joint Circular No. 1, series 2017 and No. 1, series 2018 and Appendix 7 Section 5.9 of DBM Budget Circular 2004-5A.

Please be guided accordingly.

**“Malasakit. Bayanihan. San Joseño.  
We heal as one. We rise as one!”**

osds/ags/mjtc  
cn 2020-12-4



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