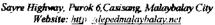


DEPARTMENT OF EDUCATION Region X- Northern Mindanao

DIVISION OF MAINTBAINY OITY





Deped-MALAYSALAY CITY DIVISION

RELEASED

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DIVISION MEMORANDUM

No. 201 s, 2016

To:

All Division Office Personnel

FROM:

EDILBERTO L. OPLENARIA, CESO VI

Schools Division Superintendent

DATE:

April 18, 2016

SUBJECT:

APPROVED AUTHORITY FOR OVERTIME SERVICES

- 1.) For purposes of austerity measures, ensure efficient use of time and maximize productivity during prescribed office working hours, and safety/security, you are hereby required to request approved authority from the office of the Schools Division Superintendent whenever render overtime services after 5:00 in the afternoon (Mondays to Fridays -Official working days), holidays, and weekends in the Office.
- 2.) For guidance and compliance.

Copy furnished:

Records Section Personnel Section

TO BE POSTED ON THE WEBSITE