



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City
Website: <http://depedmalaybalay.net>



DIVISION MEMORANDUM

No. 201 s, 2016

DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: APR 28 2016 Time: _____
By: _____

To: All Division Office Personnel

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent *for*

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