



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

UNM 2024-01-012
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 17 2024 Time: 4:09
By: _____

MEMORANDUM

To: **JAYSON E. BUTAL, ADAS III**
DAVE M. FELICIANO, PDO I
SUNSHINE C. GAMBOA, PDO I
EARL D. MAQUIDO, ADA VI
ALMIRA G. NABOR, ADA

From: **ALIENA S. DAJAY, PhD, CESE** *AS*
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Date: **January 16, 2024**

Subject: **UPDATING OF FILES IN THE 201 ROOM AND STORAGE ROOM OF
THE PERSONNEL UNIT**

1. To maintain updated files of the Personnel Unit's 201 Room located at the Division Office and Storage Room located at Malaybalay City Central School, you are hereby directed to render overtime services on Saturday, January 20, 2024 from 8:00AM to 5:00PM.
2. The following outputs are expected:
 - Updated filing of 201 documents up to December 2023 in the 201 Room
 - Updated filing of Form 7, DTRs, PINE and other payroll-related documents up to December 2023 in the Storage Room
 - Updated filing of Leave Forms and other related documents up to December 2023 in the Storage Room
 - Updated filing of NOSA/NOSI and other related documents up to December 2023 in the Storage Room.
 - Secure a copy of the Notice of Step Increment due to Length of Service of Mr. Jerry Quilaton of Bangcud National High School relative to his claim for Salary Differential for the years covering 2017 to 2020, if available.
3. You are entitled to earn the equivalent Compensatory Overtime Credits (COC) for the number of overtime work hours rendered on the said date.
4. For compliance.

NOT TO BE POSTED



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