



Republic of the Philippines

## Department of Education

Region XI

SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

### DIVISION MEMORANDUM

OSDS-2024-0174

To : **GLENN B. SEPARIS, CPA, CESE**, Accountant III  
**ROSALIE D. ESTIMADA**, Budget Officer III  
**KATHRYN GAE D. JAYOMA**, Administrative Officer IV  
**BUDGET, CASH, AND FINANCE UNIT PERSONNEL**  
All concerned

Subject : **RENDER OF OVERTIME SERVICES**

Date : December 17, 2024

In the exigency of service, you are hereby mandated to render overtime services from December 17-31, 2024 and January 1-17, 2025, including weekends and holidays, as may be deemed necessary, to finish the processing of all financial documents relative to all payables due this CY 2024 and the preparation/submission of financial reports.

Such services shall be granted with Compensatory Overtime Credits (COC), pursuant to the relevant provisions of CSC-DBM Joint Circular No. 02, s. 2004 and 2-A, s. 2005

For your information and strict compliance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent 

**RELEASED**

**[EC 18 2024]**

RECORDS SECTION-SDO PANABO CITY  
BY 

Enclosed as stated.  
OSDS/gbs/mjcs



Republic of the Philippines

## Department of Education

Region XI  
SCHOOLS DIVISION OF PANABO CITY

December 17, 2024

**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent  
DepEd – Division of Panabo City

Ma'am:

This is to request authority from your good office to allow the Budget, Cash, and Finance Unit to render overtime service during Saturdays and Sundays from 8:00 AM to 5:00 PM and Weekdays Monday-Friday after rendering 8 hours of work. This request is in line with the processing of all financial documents relative to all payables due this CY 2024, and preparation for the 4th Quarter Submission of Financial Accountability Reports (FARs) and FY 2024 Year End Financial Reports for General Fund, Trust Fund and Provident Fund (Division and Consolidated Reports) and the submission of the same to oversight agencies (Deped CO, Deped ROXI, DBM ROXI and COA) on January 2025.

Below are the schedules for overtime services to be rendered:

DATE	TIME
December 17-20, 2024 (weekdays)	After rendering regular 8 hours
December 21-22, 2024 (weekends)	8:00 am - 5:00 pm
December 23, 26-27, 2024 (weekdays)	After rendering regular 8 hours
December 24-25, 30-31 (holidays)	8:00 am - 5:00 pm
December 28-29, 2024 (weekends)	8:00 am - 5:00 pm
January 1, 2025 (holiday)	8:00 am - 5:00 pm
January 2-3, 2025 (weekdays)	After rendering regular 8 hours
January 6-10, 13-17, 2024 (weekdays)	After rendering regular 8 hours
January 4-5, 11-12, 2024 (weekends)	8:00 am - 5:00 pm

This request shall be in accordance to the Non-Monetary Remuneration of Services Rendered or Compensatory Overtime Credits (COC) pursuant to CSC-DBM Joint Circular No. 02, s. 2004 and 2-A, s. 2005.

Hoping for your understanding and favorable response to this request.

Sincerely,

  
**GLENN B. SEPARIS, CPA, CESE**  
Accountant III