



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-0177

To : **GLENN B. SEPARIS, CPA, CESE**, Accountant III
Implementing Units School Heads/Principals
All Disbursing Officers of Implementing Units

Subject : **ADDITIONAL PERSONNEL TO RENDER OVERTIME SERVICES**

Date : December 23, 2024

In the exigency of service, the following personnel are hereby mandated to render overtime services from December 20-31, 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:

1. Leah F. Lim/Disbursing Officer, Panabo City NHS
2. Dianne Ross Viba/Disbursing Officer, Southern Davao NHS
3. Tony Marie Tugada/Disbursing Officer, San Vicente NHS
4. Jennifer S. Tolentino/Disbursing Officer, Don Manuel Javellana NHS
5. Jemmelyn Dela Torre/Disbursing Officer, AO Floirendo NHS

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

DEC 26 2024

RECORDS SECTION, SDO PANABO CITY
BY 

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