



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

Office of the Schools Division Superintendent

September 19, 2025

**Division Memorandum**  
**No. OSDS-2025-0149**


**RENDER OF SERVICES BEYOND WORKING HOURS, INCLUDING WEEKEND,  
RELATIVE TO OUR PREPARATIONS FOR THE UPCOMING CLASSROOM  
OBSERVATION AND PORTFOLIO ASSESSMENT REQUIRED UNDER THE  
RECLASSIFICATION OF POSITIONS**

To: **FELECIANO S. CATBAGAN, JR.**, Principal III  
**ARLEN A. JUMAMOY**, Principal I  
**NEO CARLO R. MAGNO**, Administrative Officer IV-HRMO  
**CARMINA D. RETES**, Administrative Officer II  
**MIRAFLOR U. ZAFRA**, Project Development Officer I  
**NOREEN KAY M. MARQUEZ**, Administrative Officer II

In the exigency of service, and in view of our preparations for the upcoming Classroom Observation and Portfolio Assessment required under our reclassification of positions on September 22-23, 2025, you are hereby requested to render services beyond today's working hours and this coming weekend to validate relevant data and lists, prepare the assignment of assessors and forms/templates to be used on such activities, and do other analogous tasks in furtherance of our preparations.

Such services shall be granted with Compensatory Overtime Credits (COC), pursuant to the relevant provisions of CSC-DBM Joint Circular No. 02-04 and 2-A, s. 2005, and upon presentation of supporting documents to the Human Resource Management Office.

For your guidance and compliance.

  
**JINKY B. FIRMAN, Ph.D, CESO VI**  
Schools Division Superintendent

Enclosed: as stated  
Admin/hrmo/ncm

**RELEASED**

**SEP 23 2025**



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RECORDS SECTION OF PANABO CITY  
BY 