



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0182

To : Finance – Accounting and Budget Sections
 Cash Section
 Payroll Services Unit
 All concerned

Subject : **RENDER OF OVERTIME SERVICES**

Date : November 5, 2025

In the exigency of service, the following personnel are hereby mandated to render overtime services from November 8-9, 2025, as may be deemed necessary, to expedite and finish the processing of financial documents relative to the release of the 2025 Year End Bonus and Cash Gift with the first agency payroll for November 2025:

1. Jeneces Grace L. Bucan – AO II
2. Rex C. Aniscal – AO II
3. May Jerrylen T. Matulin – AO II
4. Rollyn Marie M. Dela Gente – AO II
5. Kathryn Gae D. Jayoma – AO IV
6. Ione Jean Amoguis – AO II
7. Kristel Tampos – ADAS III
8. Ramonchito Obuta Jr. – ADA VI
9. Kathleen Faye Pedral – ADAS III
10. Mary Joy C. Sagot – Accountant III

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 compliance.

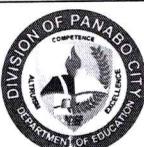

JINKY B. FIRMAN, PhD, CESO VI
 Schools Division Superintendent

RELEASED

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RECORDS SECTION, SDS PANABO CITY
 BY 

OSDS/mjcs



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