



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 Tamos – 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**

**NOV 06 2025**

RECORDS SECTION, SDO PANABO CITY  
 BY

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