



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

DIVISION MEMORANDUM

OSDS-2025-0205

To : **MARY JOY C. SAGOT, CPA**, Accountant III
Implementing Units School Heads/Principals
All Disbursing Officers of Implementing Units

Subject : **ADDENDUM TO DIVISION MEMORANDUM NO. OSDS-2025-202 & 203 RE: RENDER OF OVERTIME SERVICES**

Date : December 15, 2025

In the exigency of service, the following personnel are hereby mandated to render overtime services from December 15-31, 2025 and January 1-15, 2026, including weekends and holidays, as may be deemed necessary, to finish the processing of all financial documents relative to all payables due this CY 2025 and the preparation/ submission of financial reports:

1. Leah F. Lim, ADAS II/Disbursing Officer, Panabo City NHS
2. Dianne Ross Viba, ADAS II/Disbursing Officer, Southern Davao NHS
3. Laiza L. Pedregosa ADAS II/Disbursing Officer, San Vicente NHS
4. Jennifer S. Tolentino, ADAS II/Disbursing Officer, Don Manuel Javellana NHS
5. Jemmalyn P. Dela Torre, ADAS II/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 16 2025

RECORDS SECTION SDO PANABO CITY

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