



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

INTER-OFFICE MEMORANDUM
OSDS-IM-2021- 73

TO : MR. BERNIE C. OLORES
Security Guard I

FROM : *Senen Paulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SUBJECT : TO RENDER OVERTIME SERVICE

DATE : November 29, 2021

You are hereby directed to render overtime service on Tuesday, November 30, 2021 (Bonifacio Day).

Overtime pay shall be charged against personnel services funds, subject to the usual accounting and auditing rules and regulations.

For compliance.

SPP/AdS/LB/jcadiente



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

6 DEC 2021



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TO : MR. BERNIE C. OLORES
Security Guard I

FROM : *ppaulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SUBJECT : TO RENDER OVERTIME SERVICE

DATE : November 23, 2021

You are hereby directed to render overtime service on Wednesday, November 24, 2021 (Dumaguete City Charter Day).

Overtime pay shall be charged against personnel services funds, subject to the usual accounting and auditing rules and regulations.

For compliance.

SPP/AdS/LBY/jcadiente



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TO : MR. BERNIE C. OLORES
Security Guard I

FROM : *M. Paulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SUBJECT : TO RENDER OVERTIME SERVICE

DATE : October 29, 2021

You are hereby directed to render overtime service on Monday, November 1, 2021 (All Saints' Day).

Overtime pay shall be charged against personnel services funds, subject to the usual accounting and auditing rules and regulations.

For compliance.

SPP/AdS/LBY/jca
[Signature]



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