



COMMISSION ON HIGHER EDUCATION  
**REGIONAL OFFICE X**

**REGIONAL OFFICE MEMORANDUM ORDER**

No. 080, Series of 2024

TO : LILIA A. COTEJAR, PhD, ES II  
SUBJECT : OVERTIME SERVICE  
DATE : March 15, 2024

COMMISSION ON HIGHER EDUCATION  
REGION 10  
**RELEASED**

**MAR 18 2024**

Time: 2:27  
By: [Signature]

You are authorized to render overtime services on March 16, 2024 (Saturday) to expedite completion of the following:

- 1) Drafting of the Presentation of the Guidelines on Gender-Based Sexual Harassment in HEIs for submission to PCW-NMFO on March 18, 2024;
- 2) Drafting of the Commitment Statement regarding Gender-Based Sexual Harassment for submission on March 18, 2024;
- 3) Preparation for the CHEDRO 10 Women's Day on March 18, 2024; and
- 4) Evaluation of Special Orders drawing close to their targeted Release Date.

The hours that will be spent on March 16, 2024 will be considered under the Compensatory Time Off (CTO) with proper documentation.

**FREDDIE T. BERNAL Ph.D., CESO III**  
Director IV

[Signature]