

**Republic of the Philippines**  
**NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY**  
Regional Office 5, Arimbay, Legazpi City

**MEMORANDUM ORDER FOR RENDERING OVERTIME SERVICES**

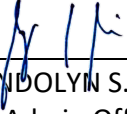
The following personnel are required to render overtime services as follows:

Name	Date and Time of Overtime Work	Tasks to be Done
Ronaldo B. Bañas Charlie A. Manalo John Paul R. Buella	Ingress: July 17-18, 2023 7pm (July 17) – 3am (July 18)  Egress: July 18-19, 2023 7pm (July 18) – 3am (July 19)	Set up the venue for the Bicol RDP 2023-2028 Regional Launch  Clear up the venue for the Bicol RDP 2023-2028 Regional Launch

Overtime service rendered shall be compensated by (choose only one)

- ( ) Overtime pay per guidelines of the DBM Circular No. 10s. 1996, NEDA — CO Memo dated July 7, 2005 and CSC-DBM Joint Circular no. 2, series 2004.
- ( **X** ) Offsetting

Recommending Approval:

  
\_\_\_\_\_  
GWENDOLYN S. BITARE  
Chief Admin Officer

\_\_\_\_\_  
July 17, 2023

Date

Approved:

\_\_\_\_\_  
LUIS G. BANUA  
Regional Director

**ACCOMPLISHMENT**

The following were accomplished during overtime rendered on the above date.

1. Set up and clear up the venue for the Bicol RDP 2023-2028 Regional Launch at 3F, Event Center, SM, Legazpi City.

RONALDO B. BAÑAS  
ISA II

Note:  
Actual time: July 17 - 7:00 pm to 2:00 am (July 18)  
July 18 - 7:00 pm to 9:40 pm

Recommending Approval:

\_\_\_\_\_  
GWENDOLYN S. BITARE  
Chief Admin Officer

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
LUIS G. BANUA  
Regional Director