



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGION IV-A CALABARZON

11 October 2019

**REGIONAL OFFICE ORDER**  
**No. 2019-18**

**SUBJECT: OVERTIME SERVICE**

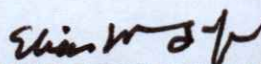
In the interest of the service, the following personnel are hereby directed to render overtime service on 13 and 19 October 2019 (8:00 AM – 5:00 PM) at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	SCHEDULE	PURPOSE
AO IV Hannah Grace P. Solis ADA IV Rafael M. Saturno ADAS II Jaybee B. Aco ADA IV Shiela Mei Olivar  ADA I Jastin Cernito	- October 13 and 19, 2019	- Updating/Filing of Personnel Records relative to CSC onsite PRIME- HRM Validation - Updating of Consolidated Report of Attendance(CRA) as of January –August 2019 - Installation of toilet fixtures and cleaning of office area facilities
SAO Maria Concepcion A. Gonzales ADAS III Joyce Arla Peach Escalante ADA IV Glacie P. Villanueva ADA IV Maria Melody C. Zamora  ADA I Melvin Mercado	- October 19,219	- Updating/Filing of Personnel Records relative to CSC onsite PRIME- HRM Validation - Installation of toilet fixtures and cleaning of office area facilities

Actual service rendered for overtime of above mentioned personnel on the aforementioned date shall accrue to their respective Compensatory Time-Off pursuant to CSC and DBM Joint Circular No. 2 series of 2004 dated October 4, 2004.

Moreover, payment of service rendered of contract of service personnel is hereby authorized subject to the availability of funds and standard accounting and auditing rules and regulations,

For Compliance.

  
**ELIAS F. FERNANDEZ JR.**  
OIC-Regional Director



**"Matino, Mahusay at Maaasahan"**

3/F Andenson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna 4027  
827-4755; 827-4560; 827-4587; 827-3143 827-4745