



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

14 February 2020

REGIONAL OFFICE ORDER
No. 2020-05

SUBJECT: **OVERTIME SERVICE**

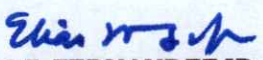
In the interest of the service, the following personnel are hereby directed to render overtime service on 15 February 2020 at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE
ADAS II LAICA N. MELANIO	- Encoding, Checking and Finalizing Payroll System
ADA VI JAYBEE B. ACO	
ADA IV MARIA MELODY C. ZAMORA	
CHARLES ADRIAN T. ODI (Data Administrator)	

Actual service rendered for overtime of the 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 accounting and auditing rules and regulations.

For Compliance.


ELIAS F. FERNANDEZ JR.
OIC-Regional Director


FAD/CSC/HRIS: HGPS

