



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

14 November 2018

**REGIONAL OFFICE ORDER**  
**No. 2018-030**

**SUBJECT: OVERTIME SERVICE**

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In the interest of the service, the following personnel are hereby directed to render overtime service on 15 November 2018 (5:00 PM – 8:00 PM) at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE
ITO I MAYBELLINE M. MONTEIRO ADA IV JORGE ALVIN A. MONTEIRO AO V BEZALEEL SOLTURA ADA VI SANDY LEOCARIO	- Preparation of QMS Documents for External Audit
LG00 V CELIO C. FRANCA LG00 II MELANIE B. ENOMIS LG00 V BRIAN B. BALLON LG00 II JOSE MARIA NIÑO T. REVADAVIA	- Preparation of QMS Documents for External Audit
LG00 V CANDICE RONA RAMIREZ LG00 V MIA CARLA MOGUEIS STAT II CHRISTINE VELEZ	- Preparation of QMS Documents for External Audit

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 services of Mr. Monteiro and Ms. Leocario on the above-mentioned date is hereby authorized subject to the availability of funds and standard accounting and auditing rules and regulations.

For Compliance.

  
MANUEL Q. GOTIS, CESO III  
Regional Director