



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

2 / February 2020

REGIONAL OFFICE ORDER  
No. 2020-06

SUBJECT: OVERTIME SERVICE

In the interest of the service, the following personnel are hereby directed to render overtime service on 23 & 25 February 2020 at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE
AOIV HANNAH GARCE P. SOLIS	- Preparation of NOSA and SPMS
ADAIV RAFAEL S. SATURNO	
ADAVI JAYBEE B. ACO	
ADAIV GALCIE P. VILLANUEVA	

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/HRS: HGPS



"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  
dilgcalabarzon@yahoo.com www.calabarzon.dilg.gov.ph