



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

18 July 2019

REGIONAL OFFICE ORDER
No. 2019-13

SUBJECT: OVERTIME SERVICE

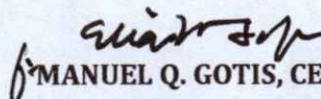
In the interest of the service, the following personnel are hereby directed to render overtime service on 20 July 2019, (8:00 am - 5:00 pm) at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE
AO V MARIA CONCEPCION A. GONZALES	<ul style="list-style-type: none">- Updating of Service Record for submission to GSIS- Preparation of Consolidated Report of Attendance
AO IV HANNAH GRACE P. SOLIS	
ADAS II JAYBEE B. ACO	
ADA IV LAICA N. MELANIO	<ul style="list-style-type: none">- Preparation of GSIS Remittance
ADA VI JOEL B. GAONA	<ul style="list-style-type: none">- Overseeing the repair of air conditioning units of the Regional Office

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 Ms. Aco on the aforementioned 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



"Matino, Mahusay at Maaasahan"