



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

16 November 2018

REGIONAL OFFICE ORDER
No. 2018-035

SUBJECT: OVERTIME SERVICE


In the interest of the service, the following personnel are hereby directed to render overtime service on 19 November 2018 (8:00 AM – 5:00 PM) at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE
ITO I MAYBELLINE M. MONTEIRO AO V BEZALEEL SOLTURA ADA IV JORGE ALVIN A. MONTEIRO NETWORK ADMINISTRATOR JONAS A. FAJARDA	- Preparation of QMS Documents for External Audit
AO IV JORIELYN CUBIO ADA VI JAYBEE ACO	- Preparation of QMS Documents for External Audit
LG00 II EUNICE SALES LG00 II JOSE MARIA NIÑO REVADAVIA LG00 II CHARISSE TORIO LG00 II SHAYNE REYNALYN P. MERCADO	- Preparation of QMS Documents for External Audit
LG00 V CANDICE RONA RAMIREZ STAT II CHRISTINE VELEZ LG00 II ALLAN SALVATUS	- 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 Mr. Fajarda 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