



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

4 June 2019

REGIONAL OFFICE ORDER
No. 2019-06

SUBJECT: OVERTIME SERVICE

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

NAME	PURPOSE	SCHEDULE
AO V MARIA CONCEPCION A. GONZALES AO IV HANNAH GRACE P. SOLIS ADAS II JAYBEE B. ACO ADA IV RESCHIEL VERIDIANO ADA IV SHEILA MEI OLIVAR	<ul style="list-style-type: none">- Rearrangement of Station due to movement of GSS personnel to 4th floor- Filing of personnel files and communications- Preparation of Consolidated Report of Attendance- Updating of Leave Cards	5 & 12 June 2019
ADAS JORGE ALVIN A. MONTEIRO ADA I MELVIN MERCADO ADA I JASTIN CERNITO	<ul style="list-style-type: none">- Rearrangement of Station due to movement of GSS personnel to 4th floor	5 June 2019
ITO I MAYBELLINE M. MONTEIRO CHARLES ADRIAN T. ODI (Database Admin)	<ul style="list-style-type: none">- Setting up Internet connection and cables	
ACCT II AGNES P. SAN JUAN	<ul style="list-style-type: none">- Preparation of Journal Entry Voucher & Trial Balance	



"Matino, Mahusay at Maaasahan"

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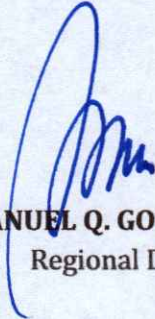


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Actual service rendered for overtime of the above mentioned personnel on the aforementioned date shall accrue to their respective Compensatory Time-Off pursuant to CSC and DBM Joint Circular No. 2 series of 2004 dated October 4, 2004.

Moreover, payment of services of Contract of Service personnel 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 