



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

11 December 2019

REGIONAL OFFICE ORDER
No. 2019-024

SUBJECT: OVERTIME SERVICE

In the interest of the service, the following personnel are hereby directed to render overtime service on 12-31 December 2019, (8:00 am - 5:00 pm) at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE
BUDGET SECTION	
AO IV JORIELYN S. CUBIO	<ul style="list-style-type: none">- Preparation of Regional Monthly Activity Tracking Report- Preparation of Fund Monitoring- Status of Fund
ADA IV MELODY C. ZAMORA	<ul style="list-style-type: none">- Preparation of Financial Claims- Preparation of Monthly Registries
ACCOUNTING SECTION	
ACCT. III RESTITUTO B. NAÑEZ, III	<ul style="list-style-type: none">- Preparation of Budget and Financial Accountability Report- Restated FY 2018 Financial Report
ACCT. II AGNES S.J. SANGEL	<ul style="list-style-type: none">- Preparation of Monthly Reports
CASH SECTION	
AO III MARINEL A. ABUYAN	<ul style="list-style-type: none">- Preparation of LDDAP ADA/FONDES/ACIC.- Scanning of DV's
ADAS II MA. CRISTINA V. GALLAZA	

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.



"Matino, Mahusay at Maaasahan"



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Moreover, payment of Ms. Zamora on the aforementioned date is hereby authorized subject to the availability of funds and standard accounting and auditing rules and regulations.

For Compliance.


ELIAS F. FERNANDEZ, JR. 
OIC-Regional Director