



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

3 May 2019

REGIONAL OFFICE ORDER
No. 2019-05

SUBJECT: OVERTIME SERVICE

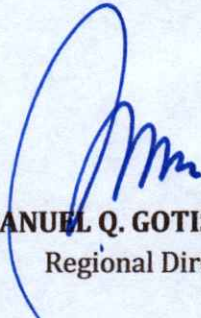
In the interest of the service, the following personnel are hereby directed to render overtime service on 4 May 2019 (8:00 AM – 5:00 PM) at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE
AO V MARIA CONCEPCION A. GONZALES	<ul style="list-style-type: none">- Updating of Employees' Record relative to the implementation of the Payroll System- Profiling of DILG IV-A personnel in connection to the drafting of operations manual.
AO IV HANNAH GRACE P. SOLIS	
ADAS II JAYBEE B. ACO	
ADA IV SHEILA MEI OLIVAR	

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 Ms. Aco and Ms. Olivar 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



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