



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

26 November 2018

REGIONAL OFFICE ORDER  
No. 2018-036

SUBJECT: OVERTIME SERVICE

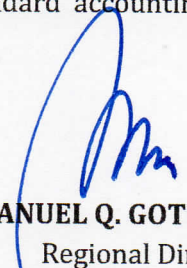
In the interest of the service, the following personnel are hereby directed to render overtime service on the following date at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE	DATE
ACCOUNTANT III RESTITUTO NAÑEZ III	- Signing of DV & LDDAP, preparation of reports for posting to URS	November 28, 2018
ACCOUNTANT II AGNES SAN JUAN	- Reconciliation of NCA/NTA monitoring and fund monitoring, preparation of NCA/NTA utilization & PME	November 27-28, 2018
AO IV JORIELYN CUBIO	- Preparation of Status of Fund	November 28, 2018
ADAS II MA. JESUSA PORNASDORO	- Preparation of Philhealth Premium Masterlist	November 26, 2018
ADAS II LEIDELYN PAQUITA	- Processing of DV and Reconciliation of NCA/NTA monitoring from Bank Balance	November 27, 2018
ADAS II MARINEL ABUYAN ADA IV MA. CRISTINA GALLAZA	- Preparation of LDDAP,-ADA, preparation of RCI	November 27, 2018

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. Gallaza 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