



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

02 August 2019

REGIONAL OFFICE ORDER
No. 2019-14

SUBJECT: OVERTIME SERVICE

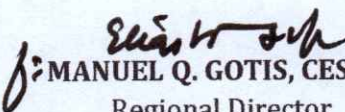

In the interest of the service, the following personnel are hereby directed to render overtime service on 3 August 2019 (8:00 AM – 5:00 PM) at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

NAME	PURPOSE
ADAVI JOEL B. GAONA	- Completion of documents for submission to COA(RSMI and inventory of supplies)
ADAS II/JO JAYBEE B. ACO	- Filing of personnel files and generating of Daily Time Records for the month of June and July 2019

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

Moreover, Payment of service rendered by Ms. Aco 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 



"Matino, Mahusay at Maaasahan"

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