



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

12 November 2018

REGIONAL OFFICE ORDER
No. 2018-027

SUBJECT: OVERTIME SERVICE

In the interest of the service, the following personnel are hereby directed to render overtime service on 13 November 2018 (5:00 PM – 8:00 PM) at DILG IV-A Regional Office, Brgy. Parian, City of Calamba, Laguna, viz:

| NAME | PURPOSE |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| ITO I MAYBELLINE M. MONTEIRO AO V BEZALEEL SOLTURA | - Preparation of QMS Documents for External Audit |
| LGOO II MELANIE B. ENOMIS LGOO II ZAREL JOHN CRUZAT LGOO V BRIAN B. BALLON LGOO V CELIO C. FRANCIA | - Preparation of QMS Documents for External Audit |

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.

For Compliance.


MANUEL Q. GOTIS, CESO III
Regional Director



"Matino, Mahusay at Maaasahan"