



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



MEMORANDUM

To : **Assistant Schools Division Superintendent;
Education Program Supervisor;
Public Schools District Supervisor;
Unit/Section Heads;
Non-Teaching Personnel
Principals**

From : **DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent**

Date : **July 30, 2018**

Subject: **RENDER OF OVERTIME FOR ISO CERTIFICATION (STAGE 1)**

RELEASED
DEF ED
DATE: 8/16/18
RY: 7-10-45
T# 1048

In view of the upcoming ISO Certification (Stage 1) scheduled on August 3, 2018, all personnel involved in the preparation of documents required are requested to render overtime starting today, July 30, 2018 in order to accomplish all the necessary documents for the said event.

Personnel who will render overtime are entitled to Compensatory Time Credits equivalent to the numbers of overtime hours rendered and in accordance with the guidelines on Compensatory Timed Off.