



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

February 8, 2024

**OFFICE MEMORANDUM**

AD-2024- 88

**AUTHORITY TO WORK OVERTIME**

To: Chiefs, Unit/Section Heads/QMS Core Team Leaders and Members  
 Contract of Service Employees  
 All Others Concerned

1. In preparation for the Quality Management System (QMS) Audit Stage 1 to be conducted on February 12, 2024, Chiefs/Unit/Section Heads/QMS Core Team leaders and members, contract of service personnel, and other employees are hereby authorized to work overtime on **February 9, 2024**, a declared special non-working day in celebration of Chinese New Year.
2. Permanent employees who will report for work on the said date are entitled to the corresponding number of hours for Compensatory Overtime Credit (COC) subject to the existing guidelines while contract of service employees shall be paid the regular rate subject to the usual accounting and auditing rules and procedures.
3. For compliance.

*E. R. Fetalvero*  
**EVELYN R. FETALVERO CESO IV**  
 Regional Director *EF*

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