



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

February 13, 2024

**OFFICE MEMORANDUM**

AD-2024- **93**

**AUTHORITY TO WORK OVERTIME AND PROHIBITION OF TRAVEL**

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) Stage 2 External Audit (On-site) of this Regional Office on February 19-20, 2024, the Chiefs/Section/Unit Heads/QMs Core Team leaders and members, contract of service personnel, and other employees are given the authority to render overtime services on February 17 (Saturday) and February 18 (Sunday), 2024.
2. It is reiterated that per CSC & DBM JC No. 1, s. 2015, Section 3.1, that the rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours.
3. Relative thereto, the Chiefs shall provide guidance and instruction on tasks to be accomplished to ensure all these activities are related to the preparations for the aforesaid activity. Permanent employees who will be reporting for work on said dates are entitled to the corresponding number of hours for Compensatory Overtime Credit (COC) while Contract of Service employees shall be paid the regular rate subject to the usual accounting and auditing rules and procedures.
4. All employees are directed to forego their travels except for DepEd Central Office sanctioned activities starting February 13, 2024 until the audit is finished. This is to ensure that all necessary preparations are being done by all functional divisions.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO CESO IV**  
 Regional Director



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