



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

July 3, 2025

**OFFICE MEMORANDUM**  
 AD-2025- 5311

**AUTHORITY TO WORK OVERTIME**

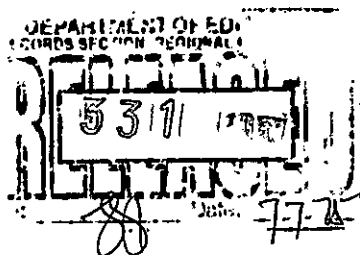
To: Chiefs, Unit/Section Heads/QMS Core Team Leaders and Members  
 Contract of Service Employees  
 All Others Concerned

1. In preparation for the conduct of ISO 9001-2015 1<sup>st</sup> Surveillance Audit scheduled at the DepEd Regional Office on **July 14, 2025**, the Chiefs/Section/Unit Heads/QMS Core Team leaders and members, Contract of Service personnel, and other concerned employees are hereby authorized to render overtime work on the following dates: **July 5-6; 12-13, & 19-20, 2025.**

2. Pursuant to CSC & DBM JC No. 1, s. 2015, Section 3.1, 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. Additionally, CSC and DBM JC No. 2, s. 2004, Section 5.6.1, states that Compensatory Overtime Credits cannot be used to offset undertime or tardiness incurred during regular working days. As further stated in CSC and DBM JC No. 2 s. 2015, Section 10.1, only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay or compensation, provided that at least 2 hours of overtime services are rendered.

3. The Chiefs of the Functional Divisions are expected to provide guidance and task assignments, ensuring that all activities performed are in direct support of the audit preparations. Permanent employees reporting for duty on the specified dates shall be 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. Immediate dissemination of and compliance with this Memorandum are desired.



*[Signature]*  
**EVELYN R. FETALVERO, CESO III**  
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| Doc. Ref. Code | RO-ORD-F022 | Rev  | 00     |
| Effectivity    | 04.03.23    | Page | 1 of 1 |



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