



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

December 26, 2025

OFFICE MEMORANDUM

AD-2025- 02

**OVERTIME WORK FOR LANDSCAPING AND MAINTENANCE AT
THE REGIONAL OFFICE VIII**

To: Administrative Division Chief
Personnel Section
General Services Unit
All Others Concerned

1. In line with the need to enhance and maintain the aesthetic condition of the Regional Office VIII premises despite the declared holidays, overtime work is hereby authorized for the following personnel on the dates indicated:
 - December 28, 2025 (Sunday)
 - December 29, 2025 (Monday)
 - December 30, 2025 (Tuesday)
 - December 31, 2025 (Wednesday)
2. The following personnel are directed to render overtime work:
 - Jerwen L. Delector
 - Edsel S. Parado
3. Tasks to be performed during the overtime period include:
 - Landscaping at the Regional Office VIII premises;
 - Maintenance and beautification of plants within the office grounds; and
 - Other related tasks as may be assigned.
4. Overtime compensation shall be in accordance with existing government rules and regulations.
5. For information, guidance, and compliance.

RONELO AL K. FIRMO CESO IV
Assistant Regional Director
Office-in-Charge
OIC-Regional Director

AD-GSU-AC



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