



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

April 23, 2026

**OFFICE MEMORANDUM**

AD-2026- **210**

**AUTHORITY TO RENDER OVERTIME**

To: **RENIA J. NOBLE**  
Contract of Service Employee  
Office of the Assistant Regional Director

1. In the exigency of service, you are hereby authorized to render overtime services with pay on April 25-30, 2026.
2. You are expected to perform the following duties and functions:
  - 2.1 Record/Encode received and signed communications.
  - 2.2 Facilitate documents for review and signature of the Assistant Regional Director.
  - 2.3 Segregate and file documents.
  - 2.4 Perform other related tasks.
4. Accomplishment report and Means of Verification shall be attached in the claim for salary for overtime services rendered.
5. For information, guidance and strict compliance.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director



AD-PS-EDR