



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

June 18, 2026

**OFFICE MEMORANDUM**

AD-2026- **285**

**ONSITE REPORTING AND AUTHORITY  
 TO WORK OVERTIME**

To: RO Functional Division Chiefs  
 Section/Unit Heads  
 All Others Concerned

1. In preparation for the conduct of ISO 9001-2015 Surveillance Audit scheduled on June 22-26, 2026 at the DepEd Regional Office, those personnel whose tasks require onsite presence are requested to report on June 19, 2026 (Friday) while all personnel are required to report onsite on June 26, 2026 (Friday) for the closing meeting.
2. Regular employees who will be reporting to the office on June 20-21, 2026 (Saturday and Sunday) in connection with the above-mentioned activity shall be allowed to claim Compensatory Overtime Credits (COC) equivalent to the actual hours rendered, provided all requirements shall be complied with per Regional Memorandum No. 410, s.2026 while Contract of Service shall be paid at their regular rate subject to the usual accounting and auditing rules and procedures.
3. Immediate dissemination of and compliance with this Memorandum are desired.

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

AD-PS-COZ



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