



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

October 19, 2026

OFFICE MEMORANDUM

AD-2026- **549**

**AUTHORITY TO RENDER OVERTIME SERVICES OF GOVERNMENT
INTERNSHIP PROGRAM (GIP) INTERNS**

To: **Pea C. Claus**
Michelle Rebato Gaspay
Irish Ann Aleria
Norainah M. Disomangcop
Loren P. Cuña
R-Jay Abarra

1. In the exigency of service, you are hereby authorized to render overtime services on **October 20, 2026 (Holiday)**.
2. As such you are advised to coordinate with your immediate superior on the activities to be undertaken during this period.
3. For GIPs assigned to offices with no assigned task shall be allowed to report to the Administrative Division-Personnel Section to assist in the processing of reclassification under Expanded Career Progression (ECP) System and undertake the following tasks:
 - 3.1 Record/encode all received applications for reclassification from the 13 Schools Division Offices;
 - 3.2 Segregate the folders by level and by position per SDO;
 - 3.3 Separate the Reclassification Forms per level and position;
 - 3.4 Assist in the segregation of DBM, Records, and Personnel files; and
 - 3.5 Do related tasks as may be assigned.
4. A regular employee from the concerned office shall be assigned to supervise the performance of the GIPs.
5. Payment of salary for the services rendered during this period shall be charged to the Department of Labor and Employment (DOLE).
4. For information and strict compliance.

SALUSTIANO T. JIMENEZ JD EdD, CESO III

Regional Director

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

