



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 031 s. 2025

TO: Administrative Officer V (Admin. Services)
Administrative Aide VI – Head of GSU
Administrative Aide I
JO Employees
All Others Concerned

FROM: *for Atty. Rhea M. Prudente Laguarda S.O. #53 s. 2018*
MARGARITO A. CADAYONA, JR. PhD CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



DATE: July 17, 2025

SUBJECT: **RENDERING OF OVERTIME FOR MINOR SITE IMPROVEMENT**

1. In support of the 3-Year Site Development Plan of the Administrative Division, all concerned personnel are hereby directed to **render overtime services on Saturday, July 19, 2025**, to undertake minor site improvement works within the Schools Division Office premises.
2. The scheduled activity forms part of the ongoing commitment of the division to continuously enhance the physical working environment and uphold safety, functionality, and aesthetics in the workplace. These improvements are aligned with the long-term infrastructure goals of the division, which aim to provide a more conducive and professional atmosphere for both employees and stakeholders.
3. The expected outcome of this initiative includes, but is not limited to:
 - a. Better organized and cleaner workspaces;
 - b. Enhanced safety and accessibility in office surroundings;
 - c. A more pleasant and motivating working environment.
4. All efforts and participation in this activity are highly appreciated. Please coordinate with the Administrative Officer V for the specific assignments and reporting schedule. A one (1) day Compensatory Overtime Credit will be given to permanent personnel.
5. For immediate and strict compliance.