

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

MARGARITO A. CADAYONA, JR. PhD CESO VI

Assistant Schools Division Superintendent

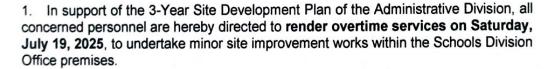
Officer-In-Charge

Office of the Schools\Division Superintendent

DATE: July 17, 2025

FROM:

SUBJECT: RENDERING OF OVERTIME FOR MINOR SITE IMPROVEMENT



- 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.
- The expected outcome of this initiative includes, but is not limited to:
 - a. Better organized and cleaner workspaces;
 - 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.
- For immediate and strict compliance.



