



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

Office of the Schools Division Superintendent

**OFFICE MEMORANDUM**

No. 005 s. 2025

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

FOR:   
FROM: **MARGARITO A. CADAYONA, JR. PhD CESO VI**  
Schools Division Superintendent  
S.O. # 005 s. 2025  
DATE: January 22, 2026



**SUBJECT: RENDERING OF OVERTIME FOR WORKPLACE SANITATION  
IN PREPARATION OF THE SDO LIBRARY HUB TURN-OVER**

1. In support the forthcoming turn-over of the Schools Division Office (SDO) Library Hub, all concerned personnel are hereby directed to render overtime services on Saturday and Sunday, January 24-25, 2026, to undertake workplace sanitation activities within the Schools Division Office premises.
2. The overtime activities shall include, but are not limited to, cleaning, planting and other related tasks necessary to meet health, safety, and operational standards prior to the official turn-over.
3. 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 per Item 4.8 of CSC-DBM JC No. 2, s. 2015, while monetary remuneration for the Job Order personnel.
4. For immediate and strict compliance.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)

Website: <https://calbayogcity.deped.gov.ph/>