



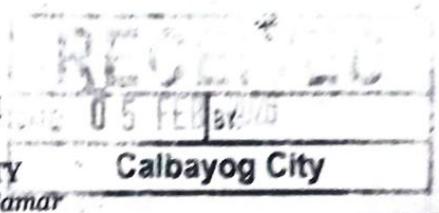
Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF CALBAYOG CITY

P2, Calbayog City Division, Calbayog City, Samar



Calbayog City

OFFICE MEMORANDUM

No. 10, s. 2026

TO: PERSONNEL SECTION

SUBJECT: **RENDER OVERTIME**

DATE: January 30, 2026

1. This Office hereby informs the following Personnel concerned to render Overtime on January 24 and 31, 2026:
PERSONNEL SECTION to process the FORM 7 of the Insular and the Form 6 for action.
 - a. Hannah A. Gensis
 - b. Marinell Esco
 - c. Jennifer Campillo

ADMIN SECTION with the General Services

- a. Grace S. Pagunsan
- b. Benigna Joriza

2. All concerned will be granted an Overtime service credit.

3. Immediate dissemination and strict compliance with this Memorandum are directed.


MARGARITO A. CADAYONA, JR. PhD, CESO VI
 Schools Division Superintendent
 Office of the Schools Division Superintendent



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