



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 017 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

FROM: 
MARGARITO A. CADAYONA, JR. PhD CESO VI
Schools Division Superintendent

DATE: March 5, 2026



SUBJECT: **RENDERING OF OVERTIME FOR WORKPLACE SANITATION
IN PREPARATION OF THE RMANCOM & COA EXIT CONFERENCE**

7. In support the **forthcoming RMANCOM & COA Exit Conference**, all concerned personnel are hereby directed to **render overtime services on Saturday, March 7, 2026**, to undertake workplace sanitation activities within the Schools Division Office premises.
8. 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 activities.
9. 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.
10. For immediate and strict compliance.



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