



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY  
P2, Calbayog City Division, Calbayog City, Samar

**OFFICE MEMORANDUM**


No. 025, s. 2026

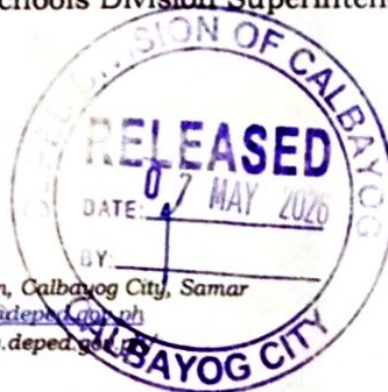
TO: ADMIN AND PERSONNEL SECTION

SUBJECT: **RENDER OVERTIME**

DATE: May 7, 2026

1. This Office hereby informs the following Personnel concerned to report to the office on May 8, 2026, and to render Overtime on May 9, 2026, to process the TLB of the 5 retired personnel and the April 2026 Form 7 for the Insular, and segregate and prepare the SALN for submission to the Ombudsman.
  - a. Hannah A. Gensis
  - b. Marinel Esco
  - c. Jennifer Campillo
  - d. Myrna Delos Santos
2. All concerned will be granted an Overtime service credit, except on May 8, 2026, unless it is beyond the office hours, subject to DepEd and CSC guidelines on the grant of the CTO.
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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