



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

OFFICE MEMORANDUM

No. 029, s. 2026

TO: PERSONNEL SECTION
SCHOOL-BASED ADMINISTRATIVE OFFICER II

SUBJECT: **RENDER OVERTIME**

DATE: **May 28**, 2026

1. This Office hereby informs the Personnel concerned to render Overtime on May 30, 2026, to prepare the Form 5 database (Request for Substitute) and update the Nosca ONLINE Tracker for the Newly created items.

a. Jennifer Campillo-Alvarez

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



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph/>