



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 8, 2024

OFFICE MEMORANDUM

AD-2024- **89**

AUTHORITY TO WORK OVERTIME

To: Chiefs, Unit/Section Heads/QMS Core Team Leaders and Members
Contract of Service Employees
All Others Concerned

1. In preparation for the Quality Management System (QMS) Audit Stage 1 to be conducted on February 12, 2024, Chiefs/Unit/Section Heads/QMS Core Team leaders and members, contract of service personnel, and other employees are given the authority to work overtime on **February 9 (Holiday)** and **February 10 (Saturday), 2024**.
2. Permanent employees who will be reporting for work on said date are entitled to the corresponding number of hours for Compensatory Overtime Credit (COC) while contract of service employees shall be paid the regular rate subject to the usual accounting and auditing rules and procedures.
3. For compliance.

EVELYN R. FETALVERO CESO IV
Regional Director

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