



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

September 10, 2024

OFFICE MEMORANDUM

AD-2024- **464**

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) Inter-Regional Audit to be conducted on September 24-26, 2024, Chiefs/Unit/Section Heads/QMS Core Team leaders and members, contract of service personnel, and other employees are hereby authorized to work overtime from **September 14-23, 2024**.
2. Permanent employees who will render services beyond office hours and during weekends or declared holidays on the said dates are entitled to the corresponding number of hours for Compensatory Overtime Credit (COC) subject to the existing guidelines 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 

AD-PS-EDR



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