




Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 084, S. 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Division Unit Heads
All Job Order Employees

FROM : 
MARIZA S. MAGAN, Ed.D., CESO V
Schools Division Superintendent

DATE : February 19, 2022

SUBJECT : **Special Over Time for Job Order Employees in the Schools Division Office**

1. To cover up Holidays and Non-Working Days due to typhoons or other natural calamities, all Job Order Employees (JOE) are given opportunity to render services on a Saturday and Sunday.
2. Anent to this, a Special Order (SO) has to be issued, signed by the Schools Division Superintendent or her designate only, countersigned by the Administrative Officer V and the Assistant Schools Division Superintendent. The SO should specifically contain the task/work the JOEs must accomplish in the whole day.
3. Failure of any JOE to perform the tasks as indicated in the SO means that any claim of service for the day will not be honored. All JOEs are mandated to prepare an Accomplishment Report stating among others the work he/she rendered in accordance with the SO issued and attached to the DTR.
4. In such a case that a Unit Head will request for the Special Attendance of JOE in the office to do tasks in furtherance of program delivery or other special task, the Unit Head will write a letter of request addressed to the SDS through the Office of the ASDS for approval.
5. Any work rendered by any JOE without undergoing the above process will not be honored as services rendered.
6. Wide dissemination of this Memorandum is desired.

