



Republic of the Philippines
 Department of Education
 Region VIII – Eastern Visayas
SCHOOLS DIVISION OF TACLOBAN CITY
 Tacloban City

March 13, 2024

DIVISION MEMORANDUM

No. 225 s. 2024

TO: **ATTY. MARIA SOCORRO T. PANCIPANCI**
DELILAH M. DELOS SANTOS
ARNULFO Q. BANZON
JADE B. CALLEJA
ALMA MACANIP
JENNITH S. GABISAY
NANCY ANINAO
SUSAN SUPERABLE
RODEL NAVAL

RIZZA DELIVA
ENGR. RAFAEL LANZA
ABEGAILE RODRIGO
ANTONIO DY, JR.
JENNETH S. LAGUNZAD
EVANGELINE BADRINA
SONIA CABALONA
BERNARDO BASIANO
JESSICA MACAWILE-ABRIL

SUBJECT : **OVERTIME WORK SERVICES OF THE PRIME HRM RECOGNITION AND AWARDS CORE GROUP**

DATE : March 13, 2024

1. In our aspiration to achieve excellence in Human Resource through the PRIME-HRM Maturity Level 2 Program of the Civil Service Commission, this office enjoins the Rewards and Recognition Team to render overtime services on March 16, 2024 and March 23, 2024 at the SDO Conference Room respectively.
2. The primary objectives of this activity are to incorporate Director Natividad L. Cristibolo's suggestions and recommendations which were brought during the provision of technical assistance held last March 12, 2024 at the SDO Conference Room and eventually complete the corresponding Required Documents (ERs) ready for the MOCK presentation come April 2024.
3. As such, you are entitled to claim *Compensatory Overtime Credits (COC)* in lieu of overtime pay and required to submit accomplishment report to the office.
4. Immediate dissemination of and compliance with this Memorandum are desired.

Sybil
SHERLITA A. PALMA EdD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge



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