




Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

OFFICE ORDER

No. 34, s. 2021

TO: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Unit/Section Heads
All Division Office Personnel

FROM:  **RAUL D. AGBAN, EdD**
Schools Division Superintendent

SUBJECT: UTILIZATION OF OVERTIME REQUEST FORM

DATE: October 15, 2021

1. In compliance with Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1, s.2015, re: Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, this Office requires all employees to utilize the attached Overtime Request Form (ORF) when applying for overtime services.
2. Further, the rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours. Tasks to be completed shall be specified in the ORF.
3. The immediate head shall endorse to the Office of the Schools Division Superintendent the said ORF and shall recommend whether the overtime services warrant compensation or not.
4. Internal rules on the rendition of overtime services shall be circumscribed within the policies and guidelines under the aforesaid joint circular.
5. For compliance of all concerned.



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OVERTIME REQUEST FORM

Employee Name:	Date Filed:
Position:	Salary:
Functional Division/Unit:	Chief/Unit Head:
Proposed Date/s of Overtime:	No. of Hours/Specific Time:
Reason/s for the Overtime:	Specific Tasks to be Completed:
Recommending Approval: _____ With Pay _____ Without Pay _____ Immediate Head Date: _____	APPROVED: RAUL D. AGBAN, EdD _____ Schools Division Superintendent Date: _____

