



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601

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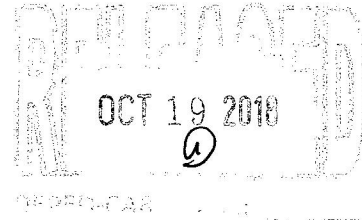


REGIONAL MEMORANDUM

October 16, 2018

No. 359.2018

To : Schools Division Superintendents
2018 Principals' Test Division TWG
2018 Principals' Test Regional TWG
All others concerned



PAYMENT OF OVERTIME SERVICES RENDERED BY THE REGIONAL OFFICE AND SCHOOLS' DIVISION OFFICE PERSONNEL IN THE 2018 PRINCIPALS' TEST PREPARATION, ONLINE APPLICATION AND EVALUATION OF DOCUMENTS

1. Paragraph 4, Section F (Payment of Honorarium and Overtime Services) of DepED Memorandum No. 158, s. 2018 states "*RO and SDO personnel who are involved during the preparation, online application and evaluation of documents shall be entitled to overtime pay charged to the examination fee or local funds, subject to the existing accounting and auditing rules and regulations*".
2. Relative to this, the following documents shall be submitted to the concerned office as proof of rendering overtime services:
 - approved request to render overtime services;
 - attendance form/sheet indicating the time started and time ended; and
 - outputs
3. Existing CSC rules and regulations on the computation of overtime service shall be applied.
4. For more information, please contact the **Quality Assurance Division (QAD), DepED – Regional Office, Cordillera Administrative Region** at Telephone Number: **422 – 5187** or email us at: quad.depedcar@gmail.com
5. Immediate dissemination of this memorandum is desired.

MAY B. ECLAR, Ph.D., CESO V
Regional Director

QAD/ALP/mab

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				