

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



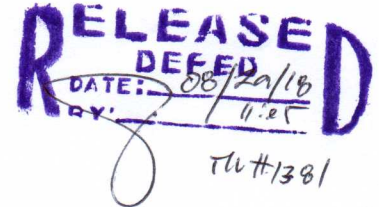
MEMORANDUM

To : **Assistant Schools Division Superintendent;  
Education Program Supervisor;  
Public Schools District Supervisor;  
School Heads;  
Unit/Section Heads;  
Non-Teaching Personnel**

From : **DR. LORNA G. BUGAYONG, CESO VI**  
*[Signature]*  
Schools Division Superintendent *ca*

Date : **August 6, 2018**

Subject: **RENDER OF OVERTIME FOR ISO CERTIFICATION (STAGE 2)**



In view of the upcoming ISO Certification (Stage 2) scheduled on August 11, 2018, all personnel involved in the preparation of documents required are requested to render overtime starting today, August 6, 2018 until August 11, 2018 in order to accomplish all the necessary documents for the said event.

Personnel who will render overtime are entitled to Compensatory Time Credits equivalent to the numbers of overtime hours rendered and in accordance with the guidelines on Compensatory Timed Off.