



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION ORDER

No. 002, s.2024

GUIDELINES ON OVERTIME SERVICES IN DEPED VIGAN DIVISION OFFICE

To: Office of the Assistant Schools Division Superintendent
CES, SGOD
CES, CID
Public Elementary and Secondary Schools Heads
Section/Unit Heads
All SDO Personnel
All Teaching/Non-Teaching Personnel

1. DepEd Order No. 30, s. 2016 established the Policies and Guidelines on Overtime Services and Payment in the Department of Education.
2. Pursuant to the said order, this Division implements the following guidelines in rendering overtime services.
3. All division employees are expected to finish daily and routinary task within the eight (8) hour working period.
4. The rendition of OT Services may be authorized only for the following activities:
 - a. Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion;
 - b. Completion of Projects with set deadlines when due to unforeseen events, the deadline cannot be met without resorting to OT work;
 - c. Relief, rehabilitation, reconstruction,, and other related work or services during calamities and disasters;
 - d. Essential public services during emergency or critical situations that would require immediate or quick response;
 - e. Seasonal work, such as, but not limited to, budget preparation and rendition of annual reports, to meet scheduled deadlines;
 - f. Preparation of special/financial/accountability reports required by oversight agencies;
 - g. Services rendered by drivers and other immediate staff of top officials when required to keep the same working hours as their superiors; and
 - h. Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the Schools Division Superintendent.



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5. A one (1) hour dinner break shall be observed after three (3) hours of continuous OT service during regular days/weekdays. An hour of lunch break shall be observed during OT service on weekends/holidays.
6. Rendering overnight OT services shall be resorted only when extremely necessary. No employee shall be allowed to render overnight service for more than two (2) consecutive nights, for health reasons and to ensure employee productivity.
7. Unit heads/Division chiefs shall secure authority to render OT services on a **monthly basis** from the Schools Division Superintendent. The request for authority, **submitted every first Friday of the month**, shall indicate the following:
 - a. Purpose of rendering OT services.
 - b. List of employees to include the names, positions, and assigned tasks.
 - c. Justification on the necessity of OT services.
8. Annex A provides a sample letter for the request for authority to render OT services.
9. Wide and immediate dissemination with this memorandum is directed.

VILMA D. EDA, CESO V
Schools Division Superintendent



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ANNEX A

February 5, 2024

VILMA D. EDA, CESO V
Schools Division Superintendent
DepEd Vigan

Ma'am:
Greetings!

The office of the undersigned wishes to render overtime service for the following general purpose: *activities as are needed to meet performance targets or deliver services to the public as may be determined by the Schools Division Superintendent.*

Specifically, the following are to render OT service:

| Specific Purpose | Completion of Item Analysis by Education Program Supervisors | |
|------------------|--|---|
| NAME | POSITION | ASSIGNED TASK |
| Juan Dela Cruz | EPS, Filipino | Pearson Correlation of Schools with Highest scores in relation to School Population |
| John Doe | EPS, English | Pearson Correlation of Schools with Highest scores in relation to School Population |

Your approval of this request is sought for.

Respectfully,

John Doe
Chief Education Supervisor, CID

Recommending Approval:

Dr. Annie D. Pagdilao, CESO VI
Assistant Schools Division Superintendent

Approved:

Vilma D. Eda, CESO V
Schools Division Superintendent



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