



Republic of the Philippines
National Capital Region
Department of Education
DIVISION OF CITY SCHOOLS
Misamis St., Bago Bantay, Quezon City



September 3, 2010

MEMORANDUM TO:

**Secondary Schools Principals
Bookkeepers/Disbursing Officers/Cashiers**

Enclosed is a copy of DepEd-NCR Memorandum dated August 25, 2010 re: Overtime Services with Pay of DepEd Finance Units which is self-explanatory.

Immediate and wide dissemination of this memorandum is hereby enjoined.

CORAZON C. RUBIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

acctg/rabs



REPUBLIKA NG PILIPINAS
Republic Of The Philippines
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION



ULTRA Complex, Meralco Avenue Pasig City, Philippines

Office of the Chief Accountant
Rizal Bldg II, DepED Complex
Meralco Avenue, Pasig City

Telephone No. (02) 633-79-61
Telefax No. (02) 633-19-41

MEMORANDUM

FOR: BR. ARMIN A. LUISTRO FSC
Secretary

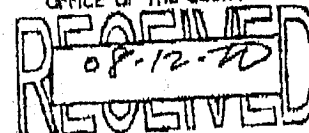
THRU: FRANCISCO M. VARELA
Undersecretary
For Finance and Administration

FROM: MA. RHUNNA L. CATALAN
Chief Accountant

SUBJECT: Authority to Render Overtime Services with Pay of DepED Finance Units

DATE: August 6, 2010

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY



By: [Signature] Time: 12:23/17
Doc. # ONE

Justification and Background Information

The Department has been pushing and introduced major reforms in its operations in line with its mandate under RA 9155. The implementation of reforms as translated into relevant programs such as Direct Release System, decentralization of Payroll Services, downloading of School MOOE and School Based Management (SBM) which is the centerpiece of the Basic Education Sector Reform Agenda (BESRA), projects funded by grants and loans from local and foreign institutions and the increase in the Appropriations of DepED have contributed to the bigger tasks and responsibilities of the Finance Unit in the Central and Field Offices.

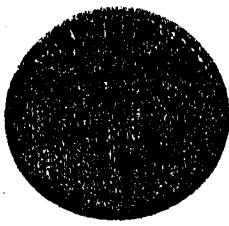
The magnitude of financial and accountability reports to be submitted to oversight agencies such as COA, DBM, NEDA, Congress of the Philippines and Senate of the Philippines and even that of the Office of the President oftentimes require our Finance Unit to render and work overtime to meet the schedule and deadlines of submission of said reports.

Clear Statement of Request and Recommendations

In view of this and in the exigency of service, authority is hereby requested for the Finance Unit in the Central and Field Offices to render overtime services with pay chargeable against savings from current operating allotment (PS and MOOE) of the Agency. Payment of overtime services shall be in accordance with Budget Circular No. 10 dated March 29, 1996 which prescribed the guidelines and procedures on the rendition of overtime services with pay to government personnel and Section 280 of Government Accounting and Auditing Manual Volume I enumerating the activities wherein overtime services with pay may be allowed.

Attached is a DepEd
2nd Batch of School
Instruction

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Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

DCG-QUEZON CITY
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BY:
RECORDS SECTION

MEMORANDUM

From :
FLORDELIZA R. MAGDAY, CESO IV
Director III
Officer-In-Charge
Office of the Regional Director

Department of Education
National Capital Region
RECORDS UNIT

RELEASED

By:
Date: 8/31/10 Time: _____

To : **Schools Division Superintendents**

Date : 25 August 2010

Subject : **OVERTIME SERVICES WITH PAY OF DEPED FINANCE UNITS**

1. Enclosed is a copy of a basic communication from Ma. Rhunna L. Catalan, Chief Accountant, Department of Education, forwarded to Hon. Armin A. Luistro, FSC on the above-captioned subject and subsequently approved August 6, 2010.
2. Authority shall cover the personnel of the following offices:
 - Regional Office – Budget and Finance Division, Regional Payroll Services Unit (RPSU) and Cashier Sections
 - Division Office – Budget, Accounting, Cashier Sections
 - Secondary Schools with Autonomy – Accounting and Cashier Sections
3. For information and compliance.

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