



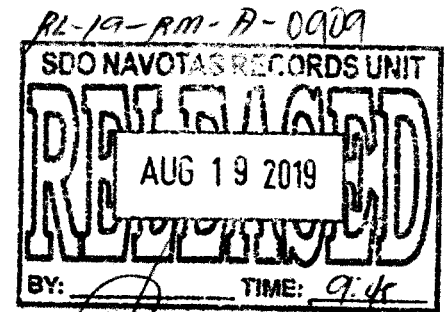
Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY
Bagumbayan Elementary School Compound,
M. Naval St., Sipac, Navotas City



August 16, 2019

TO: Public Elementary, Secondary/Senior High School Principals

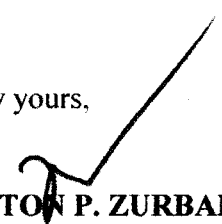
Dear Sir/Madam:



Attached is Memorandum Order No. TMT dated August 15, 2019 from the Office of the City Mayor re: APPROVAL OF OVERTIME SERVICES, contents of which is self-explanatory for the information and guidance of all concerned.

Thank you.

Very truly yours,


MELITON P. ZURBANO
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

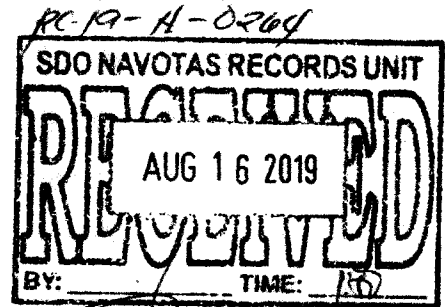


REPUBLIC OF THE PHILIPPINES
METROPOLITAN MANILA
CITY OF NAVOTAS



OFFICE OF THE CITY MAYOR

MEMORANDUM ORDER
No. TMT 2019-176



DATE : 15 AUGUST 2019
TO : ALL DEPARTMENTS/OFFICES/UNITS
SUBJECT : APPROVAL OF OVERTIME SERVICES


Section 7 of Executive Order No. TMT 001, Series of 2019 prescribes the following:

"Section 7. Approval of the Local Chief Executive. No overtime shall be rendered unless duly approved and authorized by the local chief executive. The authority to render overtime services shall state the specific activity and the period within which such service is to be performed and supported by documents showing the need for the overtime requested and approved. **The authority shall be secured from the local chief executive prior to a particular employee's actual rendition of overtime."**

It is clearly stated that prior to the actual rendition of overtime services, the approval of the LCE must have already been secured. Accordingly, all departments/offices/units are hereby reminded and, it is further, reiterated that **all overtime services that may be planned in advance shall be approved by the LCE, prior to the actual rendition of the overtime services.**

For strict compliance.

Please be guided accordingly.


TOBIAS "TOBY" M. TIANGCO
City Mayor

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