



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

February 10, 2021

OFFICE MEMORANDUM

No. 020 s. 2020

TO: **ACCOUNTING SECTION**
CASHIERING SECTION
PERSONNEL SECTION

AUTHORITY TO RENDER OVERTIME SERVICES

1. In the exigency of the service, you are hereby ordered to work overtime for the period **February 10-21, 2021** in order to meet the scheduled deadlines for the filing and submission of Annual Information Returns (BIR Forms 1604-C and 1604-F), including the submission of the 4th Quarter (QAP) and Annual Alphabetical List of Employees/Payees from Whom Taxes Were Withheld (alphalist) using the new version of the Alphalist Data Entry and Validation Module (Version 7.0) under Revenue Memorandum Circular (RMC) No. 7-2021 dated January 26, 2021.
2. As basis for payment of overtime services, the following internal guidelines shall be observe in accordance with the provisions of *Joint Circular No. 1, s. 2015 of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM)*, and *DepEd Order No. 30, s. 2016 dated May 19, 2016 re: Policies & Guidelines on Overtime Services & Payment in the Department of Education*.
 - The OT services to be rendered by an employee for regular work days in excess of his/her eight-hour work schedule shall be at least two (2) hours shall be until 9:00 p.m only (*regular days/weekdays*).
 - Those rendered during Saturdays, Sundays and holidays or non-working days to start at 8:00 a.m up to 5:00 p.m.
 - The following breaks shall be observed during OT services.

Regular Days/Weekdays	Weekdays/Holidays
One (1) hour dinner break	Lunch break: 12:00 nn to 1:00 pm

- Rendering overnight OT services shall be resorted to 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 employees productivity.
- To ensure that employees are rendering OT services because of urgent or additional work, and not to compensate absences, tardiness or undertime, an employee shall not be allowed to render OT services with pay if he or she reports late/tardy or regular work days. In this case, an employee may render OT services but he/she will not be compensated for such services either through monetary pay or CTO.



Balilihan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



ACCREDITED
ISO 9001:2015



ISO Cert. No. AW/PH909100102



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

- Claims for payment of OT services rendered shall be supported by the following;
 - **Request for Authority to render OT Services** stating the purpose for rendering OT services, List of Employees to include the names, position and assigned tasks and Justification on the necessity of OT services.
 - **Daily Time Records**
 - **Monthly Individual Accomplishment Report** for the actual work done during OT.
 - **Workplan and Expected Outputs**

3. Please be informed that you need to log in and log out using **biometrics** starting December 3, 2020 as stated in Office Order No. 156, s. 2020.

4. For your guidance, and strict compliance.

Josita B. Carmen
for: **JOSITA B. CARMEN, CESO V**
Schools Division Superintendent
2/11/21

Encl.: As stated

References: JC No.1, s. 2015 of the CSC and DBM and
DepEd Order No. 30, s. 2016 dated May 19, 2016

To be indicated in the Perpetual Index under the ff subjects:

ACCOUNTING BENEFITS EMPLOYEES POLICY ORDER

BEC/DM-MEMO
020 /FEBRUARY 10, 2021



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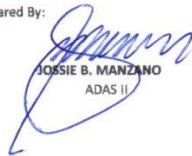
ISO Cert. No. AW/PH909100102

ACCOUNTING PERSONNEL		BIR ENCODING , Prepare 1604-C CY- 2020 Alphabet with Dat. File , Esubmission Validation Reports File, Annex F (List of the certified RPSU Paid 3,768 -Finalized the DPSU SHS 653, IPED 227, Elementary Division Paid Teachers 30 Total 4,678 employees Quilified for substituted Filing Overtime time Shedule Output,	BIR ENCODING, preapred 1604-E-CY 2020 Alphabet with Dat. File, Annex F(List of suppliers of goods & services of all transaction From Carrascal to Lingig 9,500	
	NAME	EXPECTED OUTPUT	Deadline BEFORE February 28, 2021	Deadline Before March 1, 2021
1	BETHANY E. CLIMACO, CPA	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
2	CARISSA A. DAHANG	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
3	EVELYN C. IGSOLO	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
4	HEL G. CURADA	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
5	MARSHY FE DIGAL	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
6	EVELYN P. ESCABAL	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	278	593
7	RONALD G. DUMPA	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
8	REGIE MENDEZ	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
9	JOHN PHILIP LUGA	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
10	ROSIVEL CABAUG	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
11	SARAH BAUSIN	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
		Encoding through the system		

12	JENEFER FERNANDEZ	Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
13	NORMA PEREZ	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
14	CECILIA ESCALANTE	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
15	ADELFA IROY	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
16	JOSSIE MANZANO	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	277	593
17	Eppie Cabrera	Reconcile the encoded data	2710	
18	Madelle Tinonga	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	164	
19	Junrey Bagood	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	164	
20	Almar Lozada	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	164	
21	Alfredo Novo	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	164	
22	Rodel Gujilde	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	164	
23	Riza Devie Singcol	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	163	
24	Chita Urbiztondo	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	163	
25	Lovelyn Lalisan	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021 Preparation the Annex F	163	

26	Sandy Elizalde	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021\ Preperation the Annex F	163	
27	Charyl Bustamante	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021\ Preperation the Annex F	164	
28	Emmalyn De Honor	Consolidate the encoded data of the entire division through DATFILE generation * Extract 1604-C, alphalist from the BIR system * Do offline data validation * e-submission of validated report	4678	
29	Melba Mangata	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021\ Preperation the Annex F	168	
30	Jennifer Elleco	Encoding through the system Editing the Excell file 2316 Retrival & DAT. FileValidation MERGING THE dat File Reconciliation the encoded DATA Printing the BIR Forms 2316 Prepare the 1604CF Jan. To Dec. 2021\ Preperation the Annex F *667 DPSU Recon	168	
		Total	13793	9488

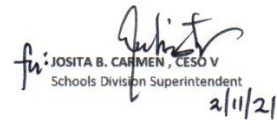
Prepared By:


HOSSIE B. MANZANO
ADAS II

CERTIFIED CORRECT :


BETHANY E. CLIMACO, CPA
Division Accountant II

Approved :


JOSITA B. CARMEN, CESO V
Schools Division Superintendent
2/11/21