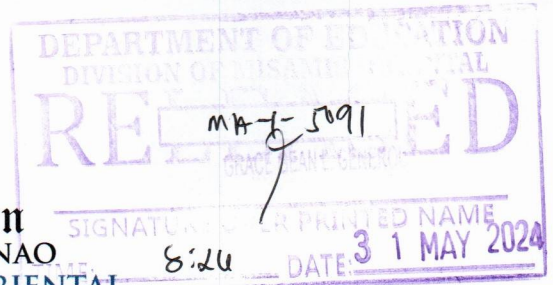




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL




**DIVISION MEMORANDUM**

May 31, 2024

**RENDITION OF OVERTIME FINANCE SERVICES WITH PAY**

**TO: Senior Bookkeepers/Finance Personnel**  
**Secondary School Implementing Units**  
*This Division*

1. Per **DepEd Order No.30, s.2016** dated May 19, 2016, the rendition of overtime (OT) services with pay may be authorized for the following activities:
  - a. "2.2.5 Budget preparation and rendition of annual reports to meet scheduled deadlines";
  - b. "2.2.6 Preparation of Financial Accountability Reports required by oversight agencies"
  - c. "2.2.8 Activities to meet finance performance targets/utilization"
2. In line with this, due to the exigency of service, you are directed to render overtime services with pay starting **June 15, 2024** until **July 31, 2024** to work on the following:
  - a. Reconciliation of all financial and budgetary reports needed by COA, DBM and BIR
  - b. Encoding of all data needed in the electronic Budget Monitoring System (eBMS), DBM- Unified Reporting System (URS) and Enhanced Financial Reporting System (eFRS) for PS, MOOE and Capital Outlay
  - c. Submission of compliance documents (Bank Reconciliation Statement, etc.) for COA
  - d. Preparation and submission of Budget and Financial Accountability Reports (BFARs) needed by DepEd DO/RO/CO
  - e. other budgeting and accounting workload related to the utilization of funds, reconciliation of accounts and submission of CY 2024 Mid-Year Financial Reports
3. Overtime with pay shall cover only: maximum of 3 hours after office hours on weekdays after rendering regular working hours from 5:00PM to 9:00PM and a maximum of 8 hours on weekends and holidays from 8:00AM to 5:00PM or as maximum hours has been completed.
4. Payment of overtime claims shall be charged against the school Implementing Units' generated PS savings subject to the usual budgeting, accounting and auditing rules and regulations.
5. For strict compliance.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent



FINANCE-MLT

