



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools  
Division Superintendent**

December 10, 2025

**OFFICE MEMORANDUM**

No. 52 s, 2025

**Directive to Render Overtime Work for the Assessment of Individual Folders for Applicants to Disbursing Officer, Senior Bookkeeper, and ADAS II Positions**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Concerns PSDS & School Heads  
Selected Non-Teaching Personnel  
All Others Concerned

In view of the ongoing assessment and processing of individual folders of applicants for the positions of **Disbursing Officer, Senior Bookkeeper, and Administrative Assistant II (ADAS II)**, and to ensure compliance with the required timeline for the release of the initial **Comparative Assessment Results (CAR)**, the selected personnel hereto attached are hereby **directed to report to HR Office on regular working days and authorized to render overtime work.**

This measure is necessary to cope with the workload brought about by the **natural vacancies in non-teaching personnel positions**, which has resulted in increased administrative demands and the urgent need to complete the evaluation process within the prescribed schedule.

The authorized overtime work shall be rendered on the following dates and time:

- **Dates:** December 12-31, 2025
- **Time:** Regular Days: 5:00 to 7:00 PM
- Saturdays and Holidays 8:00 am to 5:00 PM
- **Venue:** SDO HR Office


The tasks shall include, but are not limited to:

1. Verification and assessment of individual pertinent documents for a total of **1,153** applicants;
2. Consolidation and encoding of qualification data;
3. Organizing and validating folder contents in accordance with existing recruitment and selection guidelines; and
4. Other related tasks necessary to facilitate the timely preparation of assessment results.

Please be reminded that accomplishment reports for rendered overtime must be submitted immediately after the completion of the assigned tasks.

Your cooperation and dedicated service in meeting our administrative timelines are highly appreciated.

For compliance.

  
**FAY C. LUAREZ EdD, PhD.TM, CESO VI**  
Schools Division Superintendent



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**LIST OF PERSONNEL TO RENDER OVERTIME SERVICE FOR CAR  
NON-TEACHING APPLICANTS**

1. Potane, Mark Cyril G.
2. Salamanca, Mark Angelo S.
3. Quilit, Mayde L.
4. Ferminz, Neriam O.
5. Incog, Hannah Lyn E.
6. Diola, Karyll P.
7. Garsuta, Gepsie Y.
8. Pon, Michelle C.
9. Lauron, Marilou S.
10. Mundoc, Recky
11. Soliva, Karen
12. . Lungay, Maria Fritzie
13. Estoce, Jasmin
14. Mende, Adelene

Prepared by:

  
**FERMIN M. ALBUTRA**  
Administrative Officer V

APPROVED:

  
**EDUARDO A. OMPAD EdD, CESE**  
Assistant Schools Division Superintendent