



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : All Officials and Employees
Department Proper

FROM : USEC for Management and Technical Services

SUBJECT : **RENDITION OF OVERTIME SERVICES**

DATE : JAN 16 2004

In reference to the requests for rendition of overtime services pursuant to the provisions of DBM Budget Circular No. 10 dated 29 March 1996 and DENR Memorandum Circular No. 2001-12, **Revised Guidelines on the Rendition of Overtime Services**, dated 02 July 2001, it is requested that the following documents be submitted to the Office of the OIC-Director, Financial and Management Service for evaluation:

1. Semi-Annual Work and Financial Plan for CY 2004; and
2. Activities and/or individual targets, and expected outputs must be stated in the Work Plan, which shall be attached to requests for overtime services. Heads of Offices or Division Chiefs shall therefore determine who among their personnel shall render overtime services.

It is reiterated that the Overtime Accomplishment Report should indicate the quantity and/or percentage completion of the output in the Remarks/Status column, to be approved by the concerned Division Chief or Head of Office.

For immediate compliance.


ROLANDO L. METIN
Undersecretary for Management
and Technical Services