



Republic of the Philippines  
*Ministry of Natural Resources*  
OFFICE OF THE MINISTER

June 28, 1982

SPECIAL ORDER

No. 289

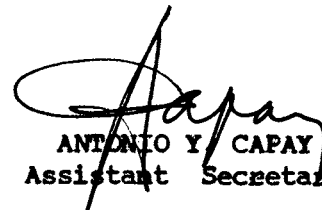
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SUBJECT: Guidelines in granting allowances to all MNR officials and employees participating in the IDEAL athletic tournaments.

In order to provide a uniform and rational basis for granting daily allowances and transportation expenses to all MNR officials and employees participating in the IDEAL athletic tournaments, the following guidelines shall be observed:

1. All special orders issued to participating officials and employees to any event should indicate the actual dates of the tournaments and the duration of the practice sessions which should not exceed twice a week.
2. Allowances for practice sessions shall be ₱25.00 per day and ₱35.00 per actual game.
3. Claims for reasonable transportation expenses shall be based on the regular transportation routes except in cases where the venue of the game/tournament is not accessible by public vehicles, henceforth, the use of taxi may be allowed.
4. All certificates of attendance on practice sessions shall be issued by the Manager or Trainer/Coach and for the actual games, by the MNR IDEAL Coordinator duly attested or noted by the IDEAL Executive Director or Tournament Director.
5. No employee shall be allowed to claim payment of allowances without attending the practice session or actual tournament.

This Order shall take effect immediately and strict compliance is hereby enjoined.

  
ANTONIO Y. CAPAY  
Assistant Secretary

PLM:ink

DILIMAN, QUEZON CITY

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